

# OFFICIAL POLLWORKER MANUAL



Rhode Island Board of Elections

2016 General Election  
2017 Special Elections



# RHODE ISLAND BOARD OF ELECTIONS

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## Our Mission

To protect the integrity of the electoral process and to effectively and efficiently administer the provisions of the election laws of the United States and the State of Rhode Island including, but not limited to, the governance and conduct of elections, voter registration, campaign finance, public funding of campaigns and any other duties prescribed by law.

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Chapter 1  
IMPORTANT CHANGES



## Important Changes

### **NEW VOTING EQUIPMENT**

In July 2016, the State of Rhode Island purchased new voting equipment, the DS-200, to replace the Optech Eagle III-P that has been used since 1997.

All voting equipment is maintained and distributed by the Rhode Island Board of Elections and supported by Election Systems & Software (ES&S) under contract with the state. Each Precinct will now be equipped with the DS-200 Digital Scanner, which scans and tabulates Election Day ballots.

### **DS-200 DIGITAL SCANNER**

The DS-200 enables a voter to mark his or her ballot with a pen and/or other device, and then insert the marked ballot into the scanner where it is then tabulated. Once a voter's ballot is inserted into the scanner, and it is neither blank nor overvoted, the scanner tallies the voter's selection(s) and stores the ballot securely in the Ballot Box. Each precinct receives one DS-200. Voters will mark their ballot in a privacy booth using a regular black ball-point pen.

**WRITE-INS (not in Primaries)**

Write-in ballots will not be separated by the DS-200 in the General Election, and instead will be mixed with regular ballots in the ballot compartment. If a voter fills in an oval next to the write-in option, the DS-200 will scan an image of the write-in. When the polls closes, the pollworkers will print a Write-In Report which will have all of the scanned images printed on it. The Board of Canvassers will use this report to tally write-ins.

**BALLOTS**

Voters mark the ballots used with the DS-200 by filling-in an oval, not by connecting the head and tail of the arrow as was done in the past. The oval will now be on the left of each candidate's name. The DS-200 is designed to detect marks made by a ball-point pen, which means specialized marking pens with caps are no longer being used.

Ballots will still usually be two-sided, and will no longer be printed on colored paper in primaries. Now, across the top part of the ballot, a colored stripe will indicate Blue for Democrat or Yellow for Republican. Other parties will be designated a color if they require a primary. General Election ballots will still be white, but additional pages of the ballot will have a yellow stripe across the top. The new ballots allow more text to fit on the ballot than before, so extra ballot pages may not be necessary as often.

## **AUTOMARK**

Because the DS-200 is able to read many different types of inks, the Board of Elections was able to change the type of ink cartridge used in the AutoMark. The new ink does not dry out as fast as the previous cartridge, so the Board of Elections will now install the ink cartridge at our facility, and pollworkers will no longer need to install it the morning of the election. This means that we are also eliminating the AutoMark Verification ballots, as they are no longer necessary.

## **ELECTRONIC POLLBOOKS**

In November 2016, a small number of precincts will be participating in a pilot program involving the use of electronic pollbooks (E-Pollbooks) instead of paper-based pollbooks and master lists. E-Pollbooks consist of a tablet device on which Supervisors and Clerks can lookup voter information directly on the screen. The entire list can be stored on each tablet, which eliminates the need for multiple books and separate lines separated by alphabet. Information obtained during the pilot program will help the state determine the feasibility of implementing E-Pollbooks statewide in 2018.



Chapter 2  
GENERAL INFORMATION



## GENERAL INFORMATION

### **POLLWORKER ELIGIBILITY**

In Rhode Island, to be eligible to become a pollworker you must be: a registered voter in the state; able to read and write the State Constitution in English; and be able to write your own name. You cannot have been convicted, found guilty, pleaded guilty or nolo contendere for any crime which involved moral turpitude or which constitutes a violation of the election laws or caucus laws of Rhode Island or any other state. You cannot be a candidate at the primary or election for which you seek to work. In primaries only, you cannot be a federal, state, or local government employee.

### **PRECINCT HOURS OF OPERATION**

For the General Election in November, all precincts across the state open at 7:00 a.m. and close at 8:00 p.m., except on Block Island which opens at 9:00 a.m.

For the Statewide Primary in September, most precincts open at 7:00 a.m. and close at 8:00 p.m. However the following towns open later in primaries: Burrillville, Charlestown, Hopkinton, Little Compton, Block Island, and Westerly open at 9:00 a.m.; Jamestown opens at 8:00 a.m.

For any special elections or referendums, check with your local Board of Canvassers for the scheduled opening time. All precincts close at 8:00 p.m. for special elections or referendums.

### **GENERAL RULES FOR ELECTION DAY**

1. Dress in appropriate clothing, such as business casual attire or jeans. Avoid sweats and t-shirts as they are not appropriate. You may wish to bring a sweater or jacket if the room becomes cold due to the building HVAC.
2. Do not wear any politically-oriented clothing or accessories such as political shirts, hats, buttons, etc.
3. Do not make any comments regarding candidates or any political issues in the polling place or try to sway someone's vote.
4. Attend to voters promptly and courteously and always stay alert to any voters who seem as if they may need assistance or have a question.
5. Your local Board of Canvassers may serve free meals or snacks so check with them. Otherwise, make sure you bring plenty of food, non-alcoholic beverages, or important medications because leaving the polling place for breaks is not permitted.
6. You are allowed to read books or electronic devices while activity is slow in the polling place. However, do not allow these devices to interfere with your responsibilities. Cell phone calls within the polling place are not allowed, unless for official election business.

## **GET YOUR VOTE COUNTED**

If you are working in your home precinct, you may vote during a slow part of the day. If you are working outside of your home precinct, you cannot leave the polling place to vote. If you want to vote, you must apply for an Absentee Ballot at your local Board of Canvassers. You have until 4:00 p.m. the day before the primary or election to apply for one. Your ballot will be sent to the Board of Elections for counting.



## Chapter 3

# POSITIONS IN THE POLLING PLACE



## **POSITIONS IN THE POLLING PLACE**

### **Supervisor**

This is usually the first pollworker a voter will speak to, unless you have a Greeter assigned. The Supervisor looks up each voter in their Pollbook, and verifies the voter's identification. They also make sure all posters and signage are put up inside and outside the polling place. If a voter needs assistance marking their ballot, a bipartisan pair of Supervisors (not of same political party) is responsible for helping the voter in the booth.

### **Clerk**

The Clerk is mostly responsible for making sure all of the documents in the polling place are properly filed into their correct envelopes. They maintain control of all ballots and ballot applications inside the blue supply box. They also process provisional ballots for voters, and assist voters with the Voter Affirmation process, which is mostly about change-of-address. An important duty is also accounting for all ballots and ballot applications used, which is done on the Election Certificate.

### **MODERATOR**

Known as Warden's in Providence, this worker supervises the operation of the polling place. They make sure the Supervisors are assigned in bipartisan pairs according to information provided by the Board of Canvassers. They handle the DS-200 and AutoMark, and help voters with the devices when needed. They handle any break

requests by pollworkers throughout the day, making sure that breaks are staggered so there are always a minimum of 2-4 Supervisors available. They are also responsible for reporting any violations to the local Board of Canvassers, including campaigning within the campaign-free zone that extends 50 feet from the polling place's exterior entrance. They also are responsible for signing any Change Party Disaffiliation forms for voters who wish to switch back to Unaffiliated status after voting in a primary.

### **Greeter**

Sometimes a precinct has a large number of voters assigned to it, or is being used for the first time. In order to avoid confusion by voters, many communities will assign a greeter to stand inside near the entrance to the polling place. The Greeter is available to answer any questions from voters who may not be sure where they vote or if they are registered to vote. By taking care of these questions with the Greeter, this avoids delays at the Supervisor's table, where they are trying to process voters as quickly as possible. The Greeter is also trained as a Supervisor, so it is acceptable for them to fill-in as a Supervisor for breaks during off-peak times of the day, and they help setup and break-down the polling place.

### **Other**

The Board of Elections may require other positions to be assigned at the polling place such as an Assistant Moderator or Assistant Clerk if a high turnout is expected.

## Chapter 4

# Moderator's Duties



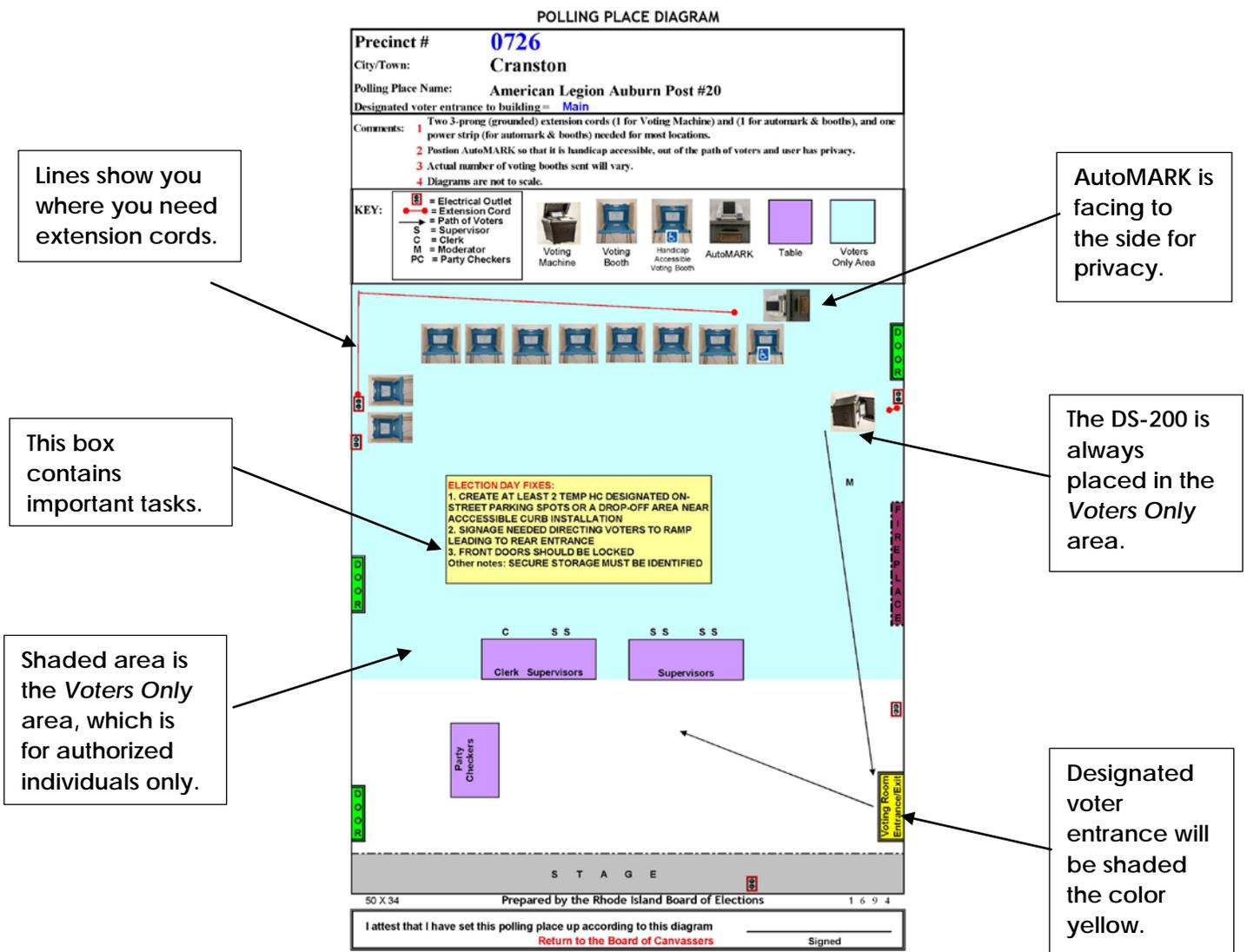
# Opening Responsibilities for the Moderator

## SETUP THE ROOM

**NOTE:** Wardens are referred to as Moderator's throughout this guide. The positions are identical.

Most polling places will be setup in advance by the Board of Canvassers. However, it is the responsibility of the Moderator/Warden to get the *Polling Place Diagram* from their supply bag in the Blue Supply Box. The diagram will show you which entrance should be used, as well as where all the voting equipment, voting booths, and tables should be placed. If the Moderator/Warden determines that the room was setup incorrectly, they must call the Board of Canvassers.

Below is an example of a diagram.



## INTERIOR OPENING GUIDELINES FOR THE MODERATOR/WARDEN

1. The DS-200 should always be positioned within the blue Voters Only area to ensure the security of the device and the privacy of voters casting their ballot.
2. The AutoMARK must be plugged-in and completely powered-on and facing to the side as shown on the diagram due to privacy requirements. Cover the AutoMARK with the privacy hood, but don't affix any signs to it.
3. Make sure you have the same number of extension cords as shown on the diagram. If you do not, contact your Board of Canvassers
4. Always have voters use the designated yellow entrance. Voters should not be using any of the other entrances shown on the diagram.
5. Make sure there is enough room for voters to queue in front of the Supervisors' tables so that voters at the end of a long line will not need to stand outside the room or building. Manage your lines smart!
6. Ensure that the Supervisors have placed signs in front of each pair showing which section of the alphabet they will be processing. Raised signs are better so that voters further back in the line can see them. (Note: Precincts using e-pollbooks will have a single line of voters since voters may use any pair.)
7. Always make sure any Election Day Fixes shown in the yellow box are completed. If you cannot complete a fix, contact your Board of Canvassers immediately.
8. Make sure the Supervisors and Clerk have an adequate space to fill out forms and set their Pollbooks. Make sure there is adequate space to ensure voter privacy.
9. It's a good idea for the Moderator/Warden to have a small table or surface to place any Change Party Affiliation forms or other important documents

that may be used during the day. Make sure it does not block access to the DS-200.

10.

## **EXTERIOR OPENING GUIDELINES FOR THE MODERATOR**

1. Use the tape measure and chalk in the Moderator's supply bag to mark off the 50-ft no campaigning zone from the entrance to the building. Under RI law 17-19-49 there should be no posting or distribution of campaign literature, or conducting of voter surveys within this area. Notify the local board of canvassers or local police if any violations occur.
2. Make sure the Supervisors have posted at least one (1) Vote Here/Vote Aqui sign on the exterior of the entrance to the building. The sign should be visible from the street. If it's not visible from the street, and the Board of Canvassers has not provided you with additional signage, contact them.
3. Before you open, it's a good idea to take a walk from the voter parking area into the building to ensure there is enough signage for voters to easily find the entrance being used for voting. If you believe voters will have difficulty, contact the Board of Canvassers for additional signage.
4. On the exterior door, the Supervisors should have posted the Hours of Operation of the Polling Place, the Polling Place Location sign, and the Voter ID sign.
5. Make sure you review the Election Day Fixes on your Polling Place Diagram. Review any requirements related to disability parking, accessible entrances, voter parking, signage, etc.)
6. Review the opening checklist in the Moderator's Supply Bag.

## Election Day Responsibilities of the Moderator

### DS-200

The Moderator should be positioned within the voting area in order to help any voters having problems while casting their ballots into the DS-200.

If the DS-200 detects a problem on a ballot, an error message will display on the screen.

If a voter has a problem with their ballot, allow them to resolve the issue themselves on the DS-200 screen. If you believe the voter needs further assistance, offer to explain to them what the error message means and their options.

If the voter wants their ballot back, or wants to cast it with the error, the voter must make the selection on the DS-200 screen. **Never make any selections for the voter on the screen, unless the voter specifically asks you to do so.**

See the DS-200 Operation chapter of this manual to get more information on the various error messages the DS-200 may display and how to fix them.

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

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

### POLLING PLACE CONDUCT

As the Moderator you are responsible for making sure appropriate conduct is observed inside the polling place and within 50 ft. of the entrance. Contact your Board of Canvassers if you are unable to resolve any violations of the rules.

1. Voters are allowed to wear political campaign materials like buttons, pins, shirts, etc. However, they are expected to vote and leave the polling place.
2. Pollworkers, party checkers, or observers in the polling place cannot wear any political campaign material.

3. Photographs of a voter's own ballot are allowed. General photography is also allowed outside the voter area. Inform any news media they may not zoom in on a voter's ballot, which would violate the voter's privacy.
4. Phone calls are not allowed inside the polling place unless for election-related purposes.
5. Text messaging is allowed by anyone in the polling place, as long as it does not interfere with the voting process or a pollworker's duties.
6. No campaign material should be distributed or posted within 50 feet of the voter entrance to the building.
7. Voter opinion surveys are not allowed within 50 feet of the voter entrance to the building.
8. Tampering with an official sample ballot is a felony.
9. Leaving the polling place with an official ballot is a felony.

### **GUIDELINES FOR THE MODERATOR'S ELECTION DAY RESPONSIBILITIES**

1. Voters may be confused about where to insert their ballot into the DS-200, so remain nearby to tell them where the ballot feed slot is on the unit.
2. It's important that you remain closeby to assist voters who have an error on their ballot and are unsure how to resolve the problem on the DS-200 screen. Always have the voter make their own selections on the screen.
3. When the voter has successfully cast their ballot into the DS-200, take their Privacy Folder. If possible, you may also want to setup a small table nearby so voters may set their privacy folders there.
4. Designate when the other pollworkers may take breaks during off-peak times of the day. Only one pair of Supervisors should take a brief break at a time.

## Closing Responsibilities of the Moderator

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

Follow the instructions in this Guide for closing down the DS-200, obtaining the results, transmitting them to the Board of Elections, and removing the voted ballots.

Remember, the DS-200 will automatically generate four (4) Results Reports for you.

### ELECTION RESULTS REPORTS

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

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

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

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

**NOTE: You will need to tear or cut each section of the Results Report because it will print on a single long sheet of paper.**

### RECYCLE SUPPLIES

Make sure the Supervisors have placed all posters, signage, and unused election supplies and forms back into the Blue Supply Box. You must seal this box with seals found in the Seals Envelope in the Moderator's Supply Bag.

## **SEALS**

You will find the Seals Envelope in the Blue Supply Box in the Moderator's Supply Bag. You will need to seal the following items:

1. Blue Supply Box with the blue seals
2. Red Provisional Ballot Bag with the red seal
3. Blue Metal Ballot Security Case with an orange seal (usually placed in-advance inside the case by the Board of Canvassers.)

## **GUIDELINES FOR THE MODERATOR'S CLOSING RESPONSIBILITIES**

1. Make sure you print your Write-in Review Report before powering down the DS-200 (not applicable to primaries, except the PPP).
2. Transmit your results! Raise the antenna on the DS-200 if you have problems obtaining a cellular signal (see DS-200 section of this manual).
3. After the DS-200 is powered-down, don't forget to remove the USB Drive and package it for return to the Board of Canvassers.
4. Always turn off the DS-200 before removing the USB Drive.
5. Remove all voted ballots from the DS-200.
6. Do not leave any voted ballots in the Emergency Ballot Compartment.
7. Put the plastic Ballot Tote Bin back into the front lower cabinet of the DS-200 and lock the door.
8. Sign the Election Certificate and Election Results Report from the DS-200.
9. Review the closing checklist in the Moderator's Supply Bag.

## **RETURNS**

The Moderator and the Clerk will bring the following items back to the Board of Canvassers.

1. USB Drive from the DS-200
2. E-Pollbooks & Cellular Hotspot (if you are participating in the Pilot program)
3. Voted Ballots in Blue Metal Ballot Case
4. Board of Elections Return Envelope/Bag
5. Board of Canvassers Return Envelope/Bag
6. Red Provisional Ballot Bag
7. Board of Canvassers Supplies

## Chapter 5

# Clerk's Duties



## Opening Responsibilities of the Clerk

The Clerk is responsible for accounting for all of the ballots in the polling place. This is done on the Election Certificate, and is required under state law. If a voter makes a mistake on their ballot, the Clerk may need to void the ballot and coordinate with the Supervisors to re-issue a new ballot to the voter. Although ballots are issued by the Supervisors, the Clerk is responsible for making sure that ballots are accounted for and ballot packages and ballot application packages are being handled properly.

The Clerk is also responsible for making sure all election forms and affidavits are signed and placed in the proper return envelopes and bags. The Clerk also processes voters who are using **provisional ballots** and is responsible for the processing of voters using the **Affirmation** process.

### BALLOTS

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.**

First, verify that you have received the correct ballots for your location. Look for the precinct number on the upper left-hand corner. You also have to verify how many ballots have been received. Compare the quantity to the **Election Certificate**.

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



When you

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

## **BALLOT APPLICATIONS**

Also confirm that you have received the correct number of packages of ballot applications. There are 100 ballot applications in each package. Ballot applications are numbered. Each pair of Supervisors should have a package of ballot applications to work with. After a pair has finished with a package, those signed applications should be bundled with an elastic, to allow for easier counting later. The pair of Supervisors should then get from the Clerk the next numerical range of ballot applications available in the blue supply box. Do not allow the Supervisors to take a random package.

## **SERIAL NUMBERS AND SEALS**

In most elections, you will find all box seal numbers and equipment serial numbers preprinted on the Election Certificate 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.**

## ELECTION CERTIFICATE

The Clerk must use the Election Certificate to verify equipment seals and serial numbers, and account for how all ballots and ballot applications are used.

Verify your precinct number is correct.

Place a checkmark in the box after verifying your numbers.

Do not add the number of voided ballots to any other number.

In the General Election, you may have more than 1 page to the ballot. In the Primary this will show number of Republican and Democrat ballots.

This number will be displayed on the screen of the DS-200.

Get new seals from the Seals Envelope in the Moderator's bag.

Only include valid ballot applications. Do not count voids.

Make sure pollworkers sign the bottom.

Place identical copies in the Board of Elections and Board of Canvassers Return Envelopes.

| Precinct Info  |  | Verify Serial Numbers |                                 | <input type="checkbox"/> |
|----------------|--|-----------------------|---------------------------------|--------------------------|
| Precinct No:   | 2201                                   | Voting: Machine:      | 0002685                         | <input type="checkbox"/> |
| City/Town:     | NEW SHOREHAM                           | AutoMark:             | 0009930                         | <input type="checkbox"/> |
| Location:      | BLOCK ISLAND TOWN HALL, 15 OLD TOWN RD | DS-200 USB Drive:     | 3163829                         | <input type="checkbox"/> |
| Election Date: | Tuesday, November 08, 2016             | Supply Box(s):        | 0218985 0218965 0220839 0220840 | <input type="checkbox"/> |

| BALLOTS  |   | Pg. 1 | Pg. 2 |
|--|---|-------|-------|
| Number of ballots sent to your polling place.....                              |   | 1300  | 1300  |
| 1. Election Day Public Counter on the DS-200.....                              |   |       |       |
| 2. Number of provisional envelopes in the red bag.....                         | + |       |       |
| 3. Number of ballots in the manual count bag (usually zero).....               | + |       |       |
| Enter Number of Voided Ballots Below (Do not add to the total)<br><b>VOIDS</b> |   |       |       |
| <input type="text"/>   |   |       |       |
| <b>TOTAL Ballots Cast</b>  | = |       |       |
| Add ONLY lines 1-3 and enter the total here                                    |   |       |       |

| BALLOT APPLICATIONS   |   | DO NOT INCLUDE VOIDED APPLICATIONS |  |
|---|---|------------------------------------|--|
| 4. Number of <b>valid</b> ballot applications signed.....   |   |                                    |  |
| 5. Number of provisional ballot applications (red bag).....   | + |                                    |  |
| <b>TOTAL Applications Signed</b>  | = |                                    |  |
| Enter Your Seals Numbers Below at Closing   |   |                                    |  |
| Blue Supply Box(s):   |   |                                    |  |
| Metal Ballot Box(s):  |   | Red Bag:                           |  |
| <b>Signatures</b>   |   |                                    |  |
| We certify that we have reviewed the information entered onto this election certificate and to the best of our knowledge the information is accurate and correct. |   |                                    |  |
| Warden/Moderator  |   | Clerk                              |  |
| <input type="text"/>  |   | <input type="text"/>               |  |
| Supervisor  |   | Supervisor                         |  |
| <input type="text"/>  |   | <input type="text"/>               |  |

Should equal

## PROVISIONAL BALLOT SUPPLIES

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

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

## MASTER VOTING LIST

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

### Note for Clerk

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

Remember, state law requires that a person register to vote 30 days or more before any election in order to be eligible to vote in that election. If a person did not register to vote 30 days or more in the city/town before the election, they will not be on any voting list in your polling place and would not be eligible to vote a regular ballot. However, if a voter

**insists** that he/she registered to vote 30 days or more before the election, they would be able to vote a provisional ballot, which is covered in this manual.

## **VOTER REGISTRATION DEADLINES**

Statewide Primary:

Must register by **August 14, 2016**

General Election:

Must register by **October 9, 2016**

## **GUIDELINES FOR THE CLERK'S OPENING RESPONSIBILITIES**

1. Get organized by laying out all your supplies and comparing the items to the inventory list. If anything is missing, call your Board of Canvassers.
2. Use the Election Certificate to verify seals, serial numbers, and the quantity of ballot applications and ballots.
3. Issue one (1) package of ballots and one (1) package of ballot applications to each pair of Supervisors. In a Primary, each pair of Supervisors should receive a set for each party.
4. Keep the Blue Supply Box next to your station in the voting area and make sure all the ballots are secure.
5. Make sure to have all forms ready on your table.
6. Review the opening checklist in the Clerk's Supply Bag.

## Election Day Responsibilities of the Clerk

### PROVISIONAL VOTING

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

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

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

If you can't locate the person's name on the city/town master voting list, but the person insists they registered to vote by the deadline, tell them 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 the following situations:

1. **The voter's name is not in the pollbook.**
2. **The pollbook says the voter applied for a mail ballot.**
3. **The voter disputes their listed party affiliation or you challenge them.**
4. **The voter cannot provide one of the required forms of ID**

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

- Provisional Voting Information sheet
- Provisional Ballot Application and Envelope
- A ballot with a Provisional Ballot Label affixed to top-left corner over the coding.

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

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

 Do not allow a voter to insert their provisional ballot into the DS-200!

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

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

#### Note

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

### GUIDELINES FOR PROVISIONAL VOTING

1. Always offer a provisional ballot to a person if they insist they want to vote but don't appear to qualify for some reason.
2. You may tell a voter that the Provisional Ballot may not be counted if the Board of Canvassers cannot determine the voter was eligible, or the voter does not produce evidence by 4 p.m. the following day.
3. Make sure you give the voter a Voter Information Sheet that is in your Provisional Voting Supply Bag.
4. A provisional voter does not complete a Ballot Application with the Supervisors.
5. Make sure the voter doesn't qualify for the Affirmation process instead.
6. Remember, a voter should be casting a Provisional ballot for one of the reasons listed on the Provisional Application.
7. If the voter tears the Provisional Application from the envelope, they must complete a new application. Write "VOID" on the torn application and discard it into the Blue Supply Box.
8. Place the Provisional Ballot Label on the top left corner of the ballot so the voter will not be able to insert their ballot into the DS-200.

## VOTER AFFIRMATION

A process required under federal and state law that allows a voter to affirm or change their address right at the polling place.

### Inactive voters

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

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

### Name change

The Affirmation Form may also be used by a voter to update their name. Make sure the voter indicates their previous legal name on the form so the Board of Canvassers can find their original record. The voter's original label may still be used, and the voter will sign their new legal name. Do not request any legal documents to prove the name change.

### Change of address within the same city/town

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.

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 Clerk and placed in the Board of Canvassers return bag.

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

**Note**

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

**Change of address between different cities and towns**

If a voter appears at the precinct and says he/she moved to or from another city/town and didn’t update their registration, and they moved:

- **Less than 30 days before the election:** they vote at their assigned polling place in their previous city/town of registration.
- **30 days to 6 months before the election:** they vote a Limited Ballot at the Board of Canvassers in their former city/town of registration. (continued)
- **More than 6 months before the election:** They are not eligible to vote since they have not updated their address in 6 months. You may offer them a provisional ballot.

**GUIDELINES FOR VOTER AFFIRMATION**

1. If you see a voter walk into the polling place with a pink Voter Affirmation form in their hands, call them directly over to your table for processing.
2. If a voter will be updating their address within town, make sure they are on the Master List of voters provided to you by the Board of Canvassers.
3. A voter who completes the Affirmation process votes a regular ballot.
4. After a voter has submitted their Voter Affirmation form to you, make sure the Supervisors place a checkmark in the Affirmation box on the voter's Ballot Application.
5. Do not have an Affirmation voter using a Provisional Ballot unless the voter doesn't have ID, applied for a mail ballot, or is disputing their party affiliation.

### **VOIDING BALLOTS**

The Clerk is also responsible for voiding a ballot at the voter's request and giving the voter a new ballot. 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 go to an available voting booth to mark the new ballot.

## Closing Responsibilities of the Clerk

### **RED PROVISIONAL BALLOT BAG**

The Clerk must ask the Moderator to open the red provisional ballot bag and count the number of provisional ballots inside and write the number of ballots on the Election

Certificate. The red provisional ballot bag is locked with the gold key and the “slot end” must be sealed with a red tie seal found in the “Seals Envelope” in the Moderator’s supply bag.

### **ELECTION CERTIFICATE**

When the poll closes, the Clerk completes the **Election Certificate**, and writes on it how many ballots were cast at the poll and how many voided ballots or manual count ballots there were. Make sure you note the number of ballots cast into the DS-200, which is shown on the “public display counter” on the front of the DS-200.

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

### **BOARD OF ELECTIONS RETURN ENVELOPE**

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

### **VOIDED BALLOT ENVELOPE**

The Clerk must count how many ballots were placed in the voided ballots bag.

### **MANUAL COUNT BALLOT ENVELOPE**

Any **manual count ballots** must also be counted. If you have manual count ballots, **you must write on the front of the manual count bag the reason why these ballots were not counted by the DS-200**, and you must also document the reason on the Discrepancy Report.

## **BOARD OF CANVASSERS RETURN BAG**

Seal the following items into the Board of Canvassers Return Bag:

- Board of Elections Return Envelope
- Manual Count Ballot Envelope
- Voided Ballot Envelope.
- Write-in Review Report (General Election and PPP)
- Affirmation forms
- Affidavit of Voter Requiring Assistance forms
- Affidavit of Signing with a Mark forms
- Change Party Designation Forms
- Copy of the Discrepancy Report
- Affidavit of the Supervisors
- Copy of the Election Results Report
- Election Certificate
- Completed position checklists
- Keys

Refer to the list on the front of all return bags/envelopes for a complete list of items. Return bags/envelopes are sealed and delivered to the Board of Canvassers by the Moderator and Clerk along with other return items.

## **GUIDELINES FOR THE CLERK'S CLOSING RESPONSIBILITIES**

1. Review your Election Certificate carefully and accurately complete it.
2. Make sure you have reviewed all of the Return Envelopes and placed all of the necessary items inside them before sealing them.
3. Make sure all Provisional Ballots are locked and sealed inside the Red Bag.
4. Sign the Election Certificate and Results Report from the DS-200.
5. Review the closing checklist in the Clerk's Supply Bag.

## Chapter 6

# Supervisor's Duties



# Opening Responsibilities of the Supervisors

## Voting Booths

Make sure the voting booths are placed as shown on the polling place diagram. Each voting booth must also have a pen inside.

Pens can be found inside the Supervisors Supply Bag. Occasionally during the day check the booths to make sure there is a pen available and that there is no trash or political literature in the booth.



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

## Inside Signage

The Supervisors must put up posters and signs. All posters can be found inside the Supervisors Supply Bag. The following posters must be placed inside the polling place, either inside the room or in the hallway:

- Vote Here/Vote Aqui (on the door to the room)
- Voter ID
- How to Vote
- Powers and Duties
- Provisional Voting
- Voter Fraud
- Voting Rights
- Leaving?

Note

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

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

### **Outside Signage**

The following posters must be placed outside the polling place:

- Vote Here/Vote Aqui (visible from the street)
- Polling Place Hours
- Polling Place Location
- Voter ID

State law requires that the “Vote Here/Vote Aqui” sign be visible from the street. If your sign is not visible from the street let the Moderator know so he can call the Board of Canvassers to get more signage posted near the street.

### **GUIDELINES FOR THE SUPERVISORS’ OPENING RESPONSIBILITIES**

1. Put up interior posters in a location where voters can easily see them.
2. If it’s raining or windy, make sure you secure any exterior signs or if the front door is glass, place it on the inside of the glass and verify it is visible outside.
3. Get organized! Setup your tables with ballots, applications, and supplies.
4. Make sure the accessible voting booth is setup with the included black leg extenders.
5. Make sure to put a pen inside each voting booth, and check each booth throughout the day to make sure a pen is available for use.

## Election Day Responsibilities of the Supervisors

### WORK IN PAIRS

Supervisors work in bi-partisan pairs and check-in voters to the polling place by checking ID, matching voters' names against the Pollbook, having voters sign a ballot application, and issuing ballots to voters. Supervisors are also responsible for helping voters in the voting booth if asked by the Moderator.

### VOTER IDENTIFICATION

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

#### Valid photo identification

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

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

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

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

### CHECK-IN VOTERS

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

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

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

Each polling place has at least one handicap-accessible voting booth, which should be given priority use by voters with disabilities. State law also requires that this handicap-accessible booth be given priority use by voters 65-years-old or older. If you get more than one handicap-accessible voting booths, set them both up at the end of the row closest to the DS-200.

***IMPORTANT: Keep the line moving!***

**If you have any problems finding a voter's name in the pollbook or they have a dispute about anything, send them to the Clerk to resolve the problem, and take the next person in line.**

**POLLBOOK**

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

| NAME                        | ADDRESS                          | DOB        |
|-----------------------------|----------------------------------|------------|
| ST JEAN AL J                | 109 GARFIELD AVE<br>Unit 2ND FLR | 06/28/1941 |
| 28001377710<br>Republican   |                                  |            |
| STAFFORD ROBERT             | 88 GARFIELD AVE<br>Unit APT A1   | 07/09/1940 |
| 28000818503<br>Democrat     | VOTED BY MAIL CANNOT SIGN        |            |
| STAFFORD ROBERT A           | 100 GARFIELD AVE                 | 07/26/1981 |
| 28001393581<br>Democrat     | HAVA ID REQUIRED                 |            |
| STEINFELD JENNIFER FELICITY | 47 BILTMORE AVE                  | 10/16/1977 |
| 28000818871<br>Unaffiliated | AFFIRMATION REQUIRED             |            |
| STERLING CARLOS             | 36 GARFIELD AVE<br>Unit APT 1    | 06/24/1998 |
| 28001326158<br>Unaffiliated | AFFIRMATION REQUIRED             |            |
| SUMLANG DALE J              | 58 BILTMORE AVE                  | 01/15/1983 |
| 28001309823<br>Democrat     |                                  |            |
| SUMLANG MARIO N             | 58 BILTMORE AVE                  | 11/26/1974 |
| 28001309820<br>Democrat     |                                  |            |
| SWANSON KENNETH R           | 47 VIEW ST                       | 09/02/1931 |
| 28000820163<br>Republican   |                                  |            |
| SWARTZ SERENA F             | 494 PLEASANT VALLEY PKWY         | 01/21/1971 |
| 28000820178<br>Unaffiliated |                                  |            |

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|  |                     |
|--|---------------------|
| ST JEAN AL J<br>109 GARFIELD AVE Unit 2ND FLR<br>Republican<br>PRIMARY September 13, 2016    | 28001377710<br>2853 |
| STAFFORD ROBERT<br>88 GARFIELD AVE Unit APT A1<br>Democrat<br>PRIMARY September 13, 2016     | 28000818503<br>2853 |
| STAFFORD ROBERT A<br>100 GARFIELD AVE<br>Democrat<br>PRIMARY September 13, 2016              | 28001393581<br>2853 |
| STEINFELD JENNIFER FELICITY<br>47 BILTMORE AVE<br>Unaffiliated<br>PRIMARY September 13, 2016 | 28000818871<br>2853 |
| STERLING CARLOS<br>36 GARFIELD AVE Unit APT 1<br>Unaffiliated<br>PRIMARY September 13, 2016  | 28001326158<br>2853 |
| SUMLANG DALE J<br>58 BILTMORE AVE<br>Democrat<br>PRIMARY September 13, 2016                  | 28001309823<br>2853 |
| SUMLANG MARIO N<br>58 BILTMORE AVE<br>Democrat<br>PRIMARY September 13, 2016                 | 28001309820<br>2853 |
| SWANSON KENNETH R<br>47 VIEW ST<br>Republican<br>PRIMARY September 13, 2016                  | 28000820163<br>2853 |
| SWARTZ SERENA F<br>494 PLEASANT VALLEY PKWY<br>Unaffiliated<br>PRIMARY September 13, 2016    | 28000820178<br>2853 |

ST JEAN - SWARTZ

**i** Make sure to recognize if a label has a suffix like Jr. or Sr.



**Note**

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

**VOTER ASSISTANCE FROM POLLWORKERS**

Any voter who needs assistance to vote can ask the Moderator. If the voter needs help marking his/her ballot, the Moderator must direct a bipartisan pair of Supervisors to go with the voter into a voting booth. At the voter's request, the Supervisors may read the ballot and mark the ballot at the voter's direction. **Do not attempt to influence the voter's choice of candidate or issue.** The voter's choices must remain secret, and you should never leave the voter alone with only one Supervisor. The bipartisan pair can then help the voter in casting the ballot into the DS-200.

**VOTER ASSISTANCE FROM PERSON OF THEIR CHOICE**

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

**WHEN A VOTER ASKS TO USE THE AUTOMARK**

In all Rhode Island elections, every polling place is equipped with a device called the AutoMark. This device is designed to assist voters with disabilities to independently mark their ballot. The AutoMark can read a ballot to a person and it can mark a ballot for a

person. It can be especially beneficial to voters who are blind, who cannot read, or who have motor disabilities which make it difficult to mark a ballot with a pen. All voters are allowed to use the AutoMARK.

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

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

## **SPECIAL MESSAGES IN THE POLLBOOK**

### **HAVA ID REQUIRED**

The voter must show one of the 7 acceptable photo IDs listed above and be allowed to vote. If they do not have one of the 7 photo IDs, send them to the Clerk to vote a provisional ballot.

### **VOTER AFFIRMATION REQUIRED**

The voter must see the Clerk in order to complete a pink Voter Affirmation card. This process is covered in in the Clerk's section of this manual.

### **VOTED BY MAIL CANNOT SIGN**

The voter must see the Clerk to vote a provisional ballot. This process is covered in in the Clerk's section of this manual.

## GUIDELINES FOR THE SUPERVISORS' ELECTION DAY RESPONSIBILITIES

1. Be attentive and prepared to process each voter.
2. Repeat each voter's name and address in a loud and clear voice.
3. The address on the identification is not relevant for voting purposes.
4. All interactions with voters should be conducted in a professional manner.  
Be polite and courteous.
5. Keep your line moving. If any issues come up with the voter's address, party affiliation or anything else, politely refer the voter to the Clerk to resolve it so that you can process the next person in line.
6. If your lines are long, ask the Greeter (if available) to remind everyone in line to have their identification ready to show to you when they approach your table.
7. If you see anyone with an obvious difficulty standing in line, inform the Moderator so that he may have the person come to the front of the line.
8. Keep your ballots securely on your table. One Supervisor in the pair should handle the book and applications (or e-pollbook), and the other Supervisor should handle giving the voter a ballot in the Privacy Folder.

## Closing Responsibilities of the Supervisors

### COUNT BALLOT APPLICATIONS

Count how many signed ballot applications you have when the polls close, and give this number to the Clerk. Be accurate! Do not count voided ballot applications.

### FORMS

Give any other forms completed by voters to the Clerk for filing.

### AUTOMARK

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

### VOTING BOOTHS

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

### SIGNAGE

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

## **GUIDELINES FOR THE SUPERVISORS' CLOSING RESPONSIBILITIES**

1. Help the Moderator remove the ballots from the DS-200.
2. Help your Clerk count the number of valid ballot applications you had signed by voters throughout the day.
3. Remove all interior and exterior signs and posters from the walls and door and place them back in the Blue Supply Box.
4. Put any other unused forms back into the Blue Supply Box.
5. Fold up all voting booths, and make sure the black leg extenders are place inside the accessible voting booth.
6. Help the Moderator put the AutoMark back in its case.
7. Sign the Election Certificate and Total Report from the DS-200.
8. Review the closing checklist in the Supervisor Supply Bag.
9. Wait until you are dismissed by the Moderator.



Chapter 7  
DS-200:

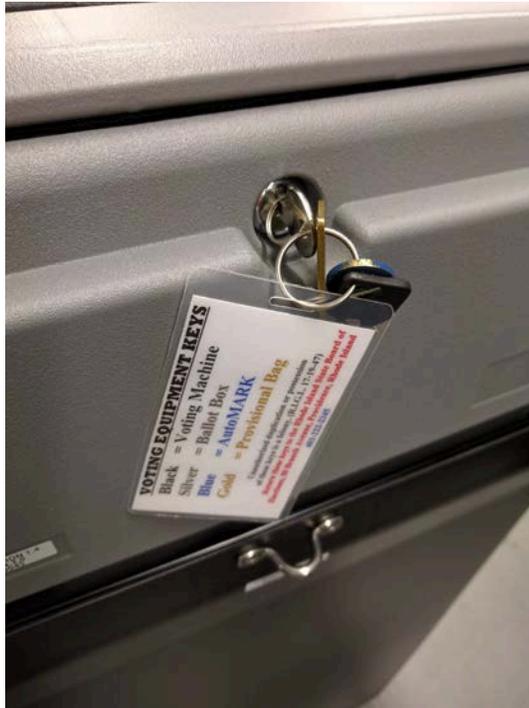
A Guide for Moderators



## Setup the DS-200

Locate the DS-200 unit and verify that the identification tag on it shows your correct precinct number and location. If you have the wrong DS-200, contact your Board of Canvassers immediately. Follow these steps to setup, operate, and shut-down the DS-200:

**Step 1.** Use the Silver Key to open the access door on the **back** of the DS-200.



**Step 2.** Carefully remove the power cord from the rear storage bay and plug it into a functional three-pronged electrical outlet or extension cord. The door cannot be closed while the DS-200 is plugged-in. Leave it open.



**Step 3.** Use the Silver Key to open the **front** lid of the DS-200 case.



**Step 4.** Lift up the two latches on both sides of the lock.



**Step 5.** Raise the lid and insert the Black Key into the front to unlock the DS-200 touchscreen. Lift the screen into place.



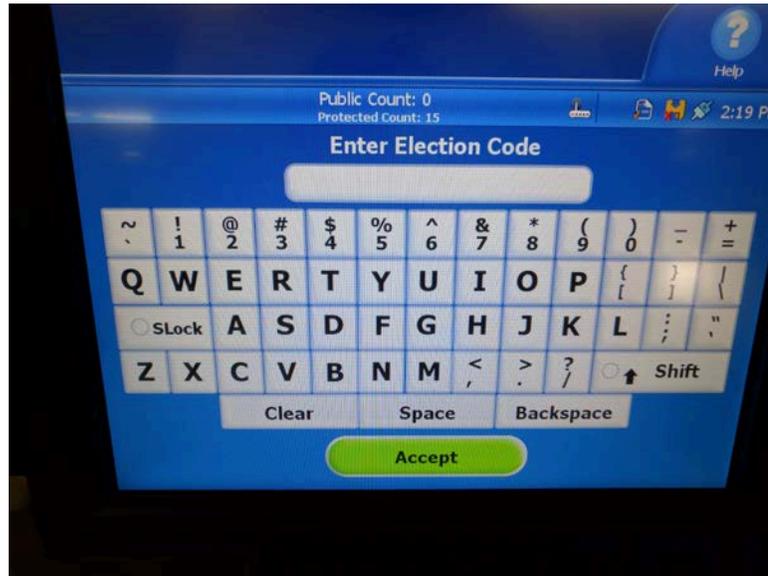
**Step 6.** If the DS-200 is receiving power from an electrical outlet, it will power-on automatically. The touchscreen will illuminate after 10-20 seconds, and the DS-200 will go through its boot process.



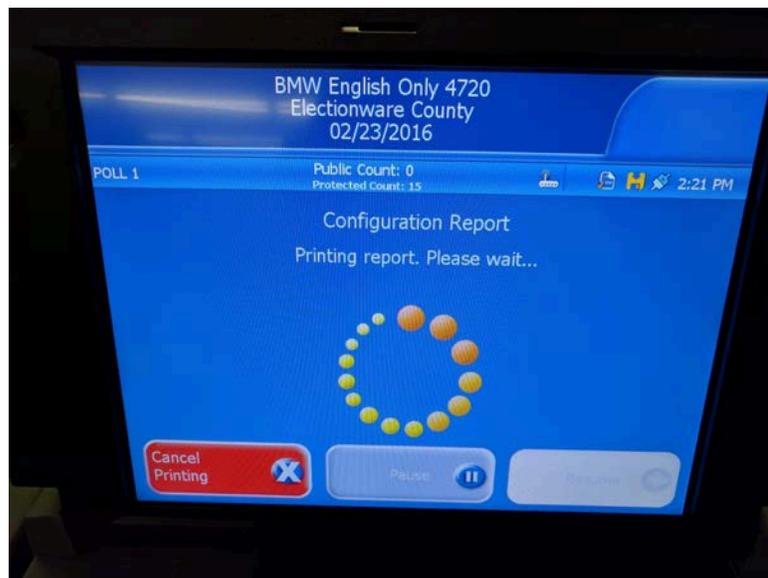
NOTE: If the screen doesn't power-on automatically, make sure the DS-200 is receiving power from the outlet or power strip.

**Step 7.** At the end of the boot process, you may be prompted to enter an Election Code. Using the onscreen keyboard, type **Election1**. The code is case-sensitive, so you will need to use the Shift key to switch to capital letters. It will automatically switch back to lower-case. **We may program the DS-200 to skip this step so don't worry if it doesn't appear for you.**

OPTIONAL



**Step 8.** If the code is accepted, the DS-200 will automatically print a Configuration Report. Leave this report attached to the DS-200.

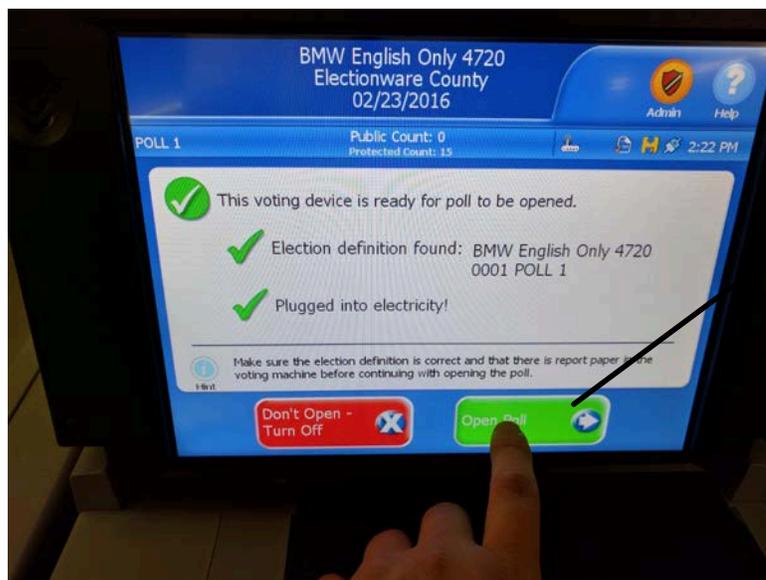


**Step 9.** Next, a Zero Report will print. Compare all candidates and issues listed on the report to a sample ballot from the Supervisor's supplies and verify all have zero vote totals. The Moderator/Warden, Clerk, and 2 Supervisors must sign the report. Leave it attached the DS-200 the entire day.



Zero Report  
(leave attached)

**Step 10:** To complete the opening of the polls, touch the green "Open Poll" button on the screen.

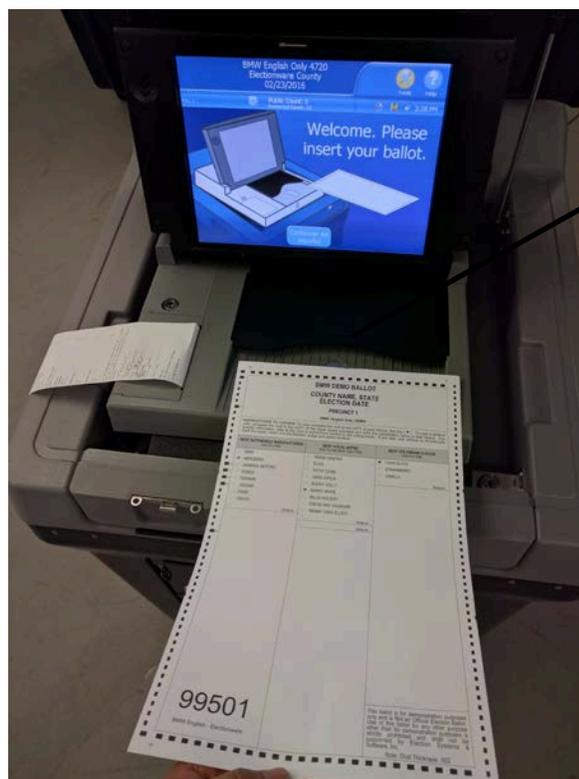


Open Poll

**Step 11:** The DS-200 is ready to accept ballots once you see “Welcome. Please Insert Your Ballot” and the animation of a ballot being inserted onscreen

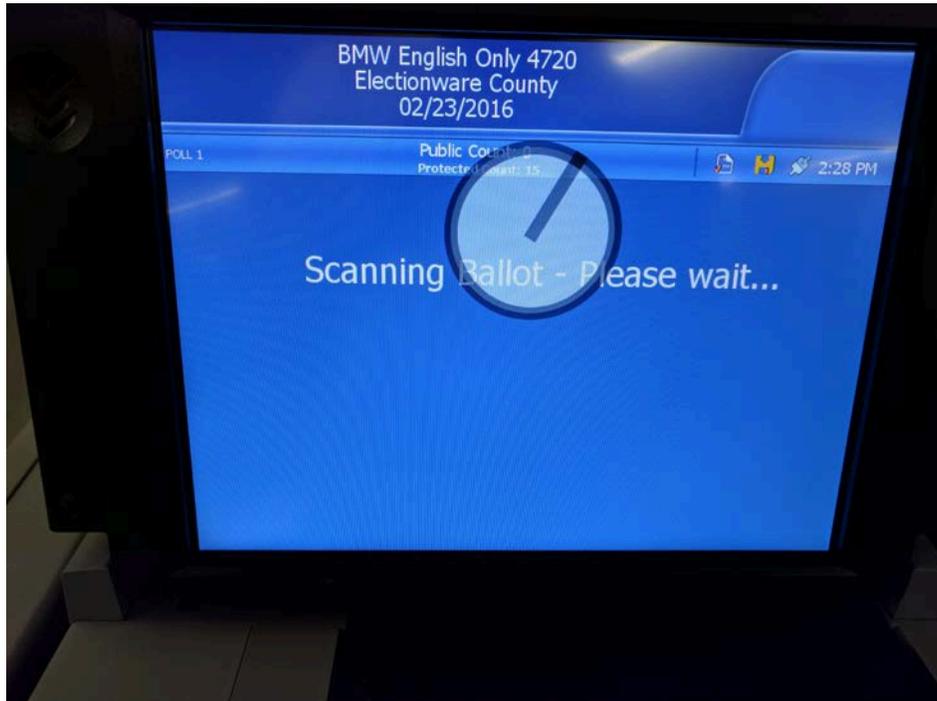


**Step 12:** A voter may insert their ballot face-up or face-down into the ballot feed slot of the DS-200.

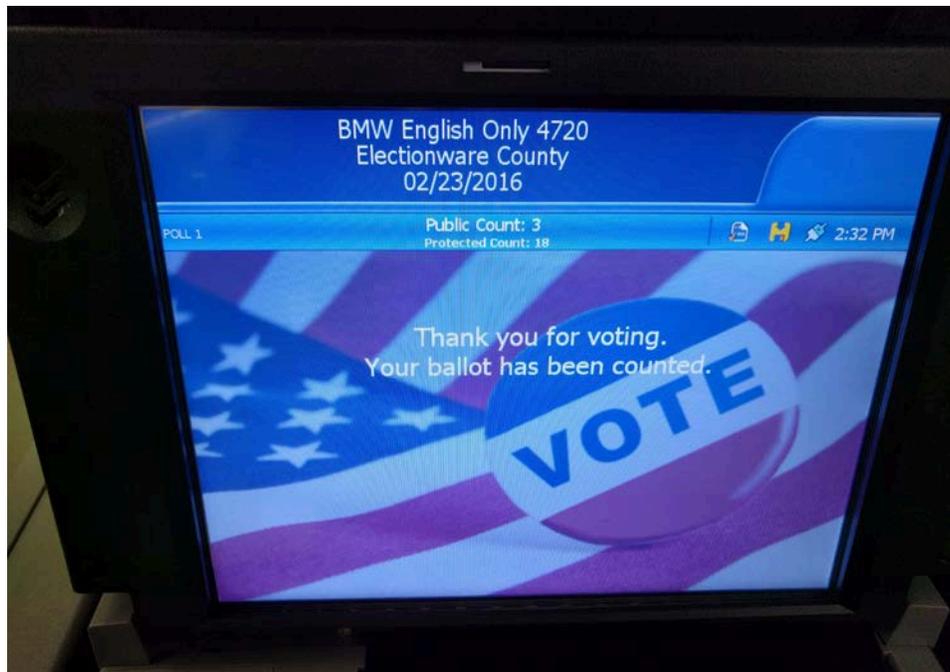


Ballot feed slot

**Step 13:** Once the ballot has been inserted, the DS-200 will take 1-2 seconds to process it. **Ask the voter to remain until the ballot has been processed.**



**Step 14:** Once the ballot has been processed, the DS-200 will display "Thank you for voting. Your ballot has been counted. The voter may now leave."

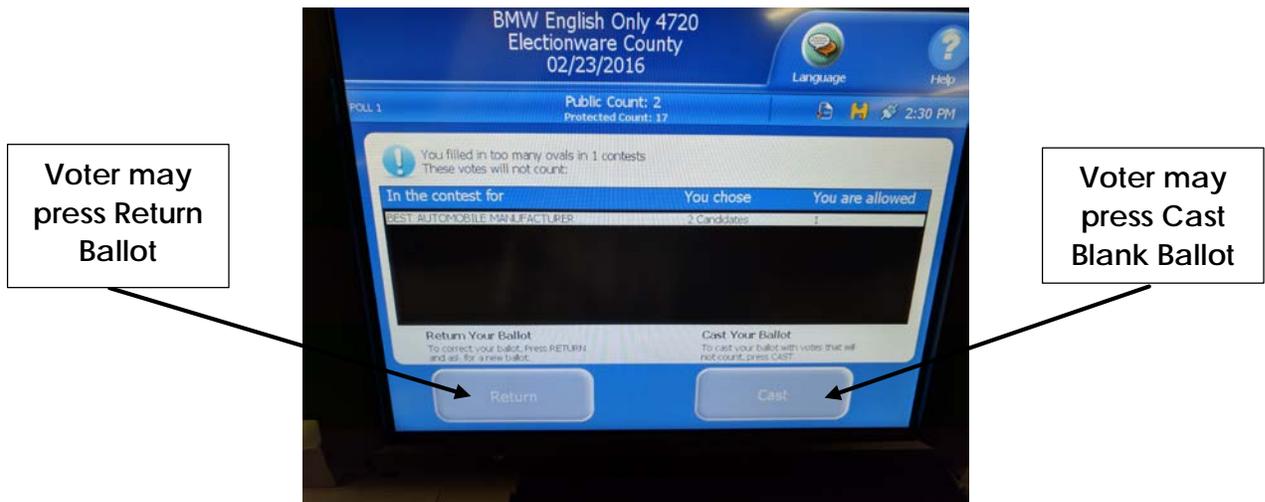


## BALLOT ERRORS

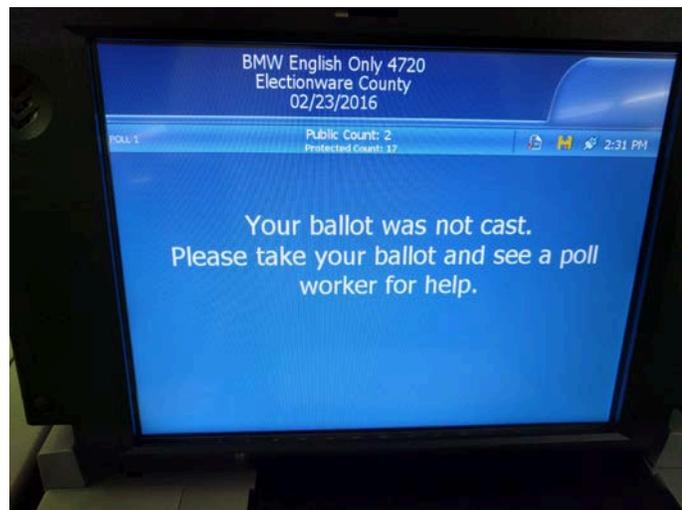
Occasionally a ballot will be rejected if there is an error. There are four (4) different types of error you a voter may encounter:

### 1. OVERVOTED BALLOT

The DS-200 will display a message to the voter on the screen such as "You filled in too many ovals in 1 contest. These votes will not count."

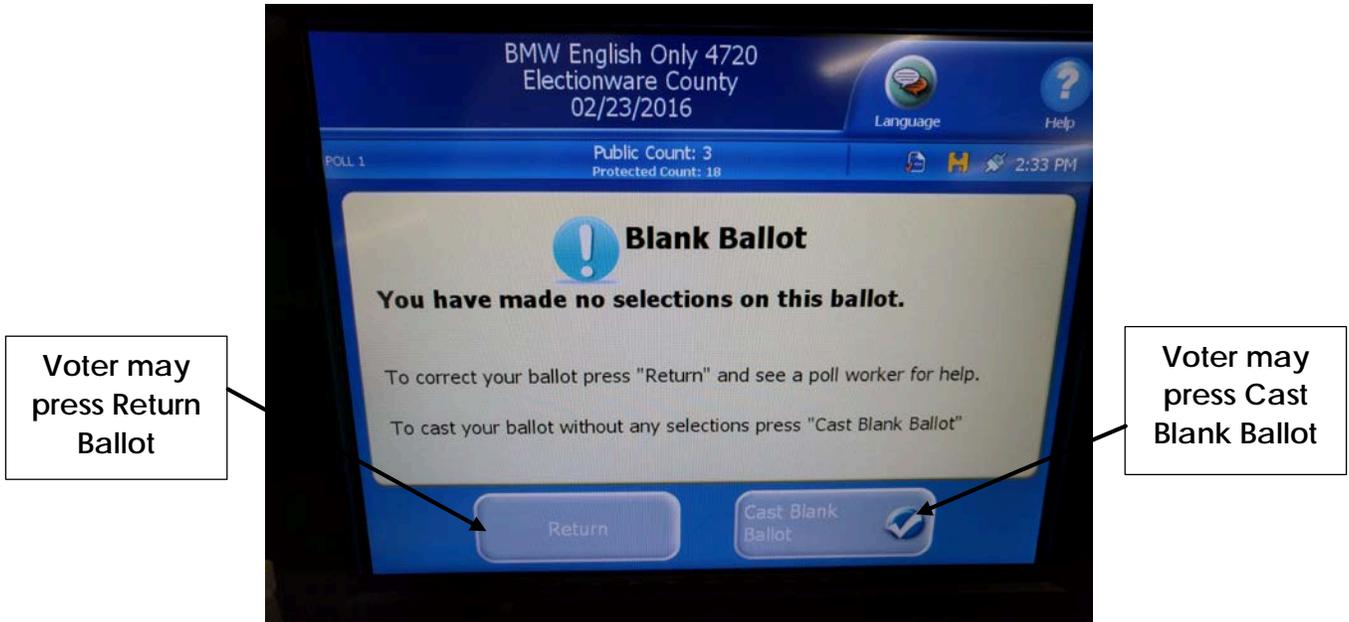


The voter can choose to Return the ballot, or Cast the ballot. If they choose to Return the ballot, the following message will display.

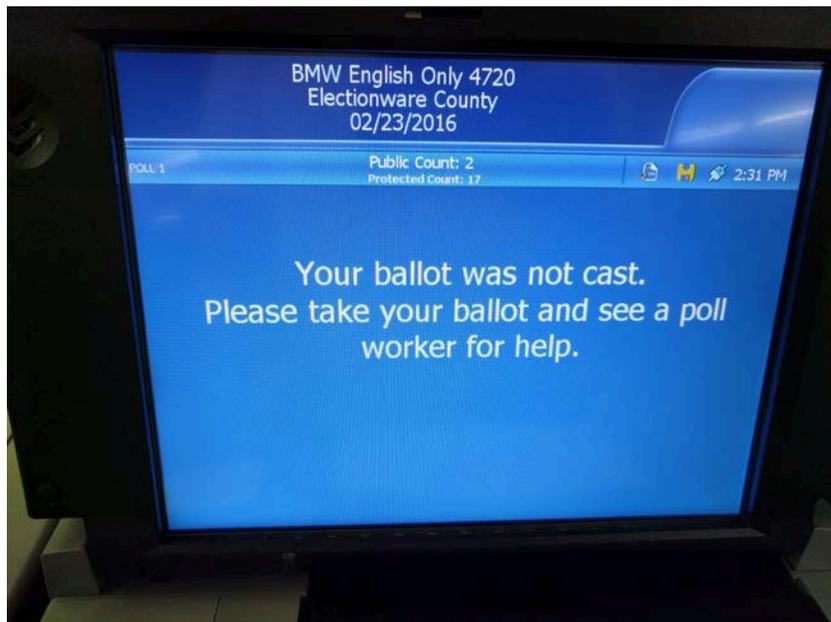


## 2. BLANK BALLOT

If the voter inserts a blank ballot into the DS-200 an error message will appear onscreen and the voter will have two choices:

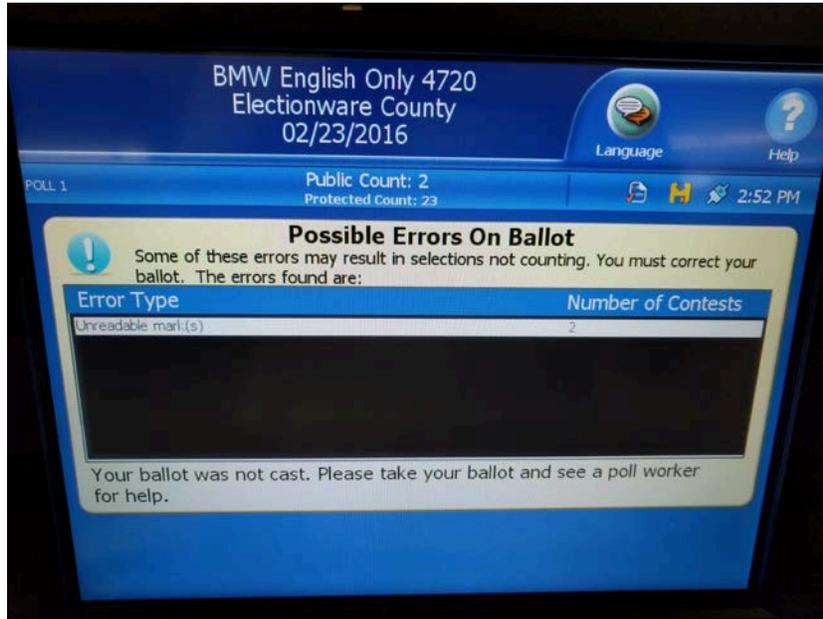


The voter can choose to Return the ballot, or Cast the ballot. If they choose to Return the ballot, the following message will display.



### 3. UNREADABLE MARKS

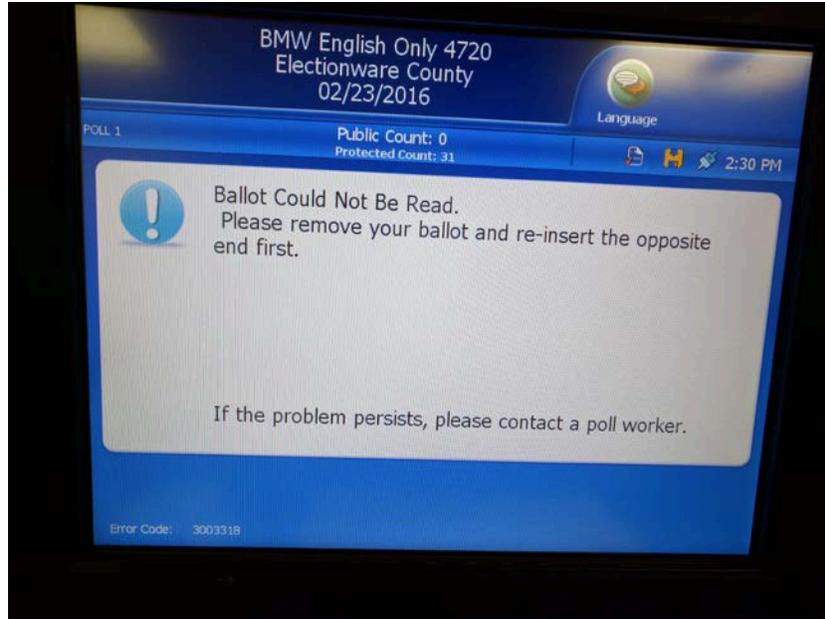
The voter may not have completely filled-in the oval or made other marks on the ballot that the DS-200 cannot read. If this happens, the DS-200 will display the following message onscreen.



The DS-200 will automatically return the ballot to the voter. The ballot must be voided with the Clerk and placed in the voided ballot envelope. The voter must receive a new ballot.

#### 4. BALLOT COULD NOT BE READ

If a ballot from a different precinct is inserted into the DS-200, or the ballot is somehow damaged or defaced, the DS-200 will not be able to read it and will return it to the voter. This message will also appear if the Provisional Voting sticker has been applied to the top left corner of the ballot. Instruct the provisional voter that their ballot must be inserted into their Provisional Ballot envelope, and returned to the Clerk.



## DS-200 WILL NOT ACCEPT BALLOTS (JAM OR OTHER ISSUE)

Begin having voters place their ballots into the Emergency Compartment on the front of the DS-200. Contact your Board of Canvassers or State Technician directly and notify them that your DS-200 is not accepting ballots.

### To open the Emergency Compartment:

1. Locate the top small door on the front of the DS-200.
2. Use the Silver Key to unlock the door and open it.
3. On the inside of the door panel is a silver flap. Place the flap into the down position.
4. Close the door and relock it.
5. Instruct voters to insert their ballot into the slot while you wait for the State Technician to repair the DS-200.
6. When the DS-200 has been repaired or replaced, you should halt the voting process temporarily. The Moderator and Clerk must immediately open the Emergency Compartment door, remove all the ballots, and enter them into the DS-200, before allowing voting to resume.
7. **WARNING: Never remove ballots from the Blue Tote Bin in the lower compartment and feed them into the DS-200.**
8. If there is an error on any ballot, the Moderator must press the cast ballot option on the screen so that any valid votes will be tabulated.
9. Check the Emergency Compartment to make certain all the ballots are removed, the silver flap is placed into the upright and closed position and the compartment is closed and locked.
10. At the close of the polls recheck the Emergency Compartment to make sure that it is empty. If any ballots remain and the results have already been transmitted, place these ballots into the Manual Count envelope and write the explanation on the front of the envelope.

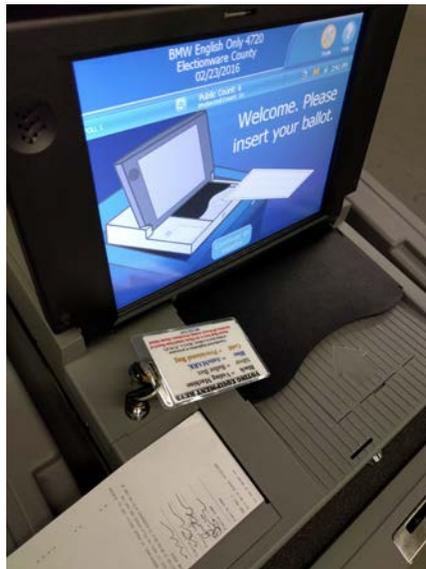
Emergency  
Compartment



## CLOSING THE POLLS ON THE DS-200

At 8 p.m. the poll close. Any voter waiting in line for the Supervisors or already in the process of voting is allowed to cast their ballot before closing. Once all your voters have cast their ballots, begin the process of closing down the DS-200.

**Step 1.** Peel the official seal off the access door to the left of the screen on the DS-200 and place it into the Seals Envelope found in the Moderator's supply bag. Use the Black Key to open the door.

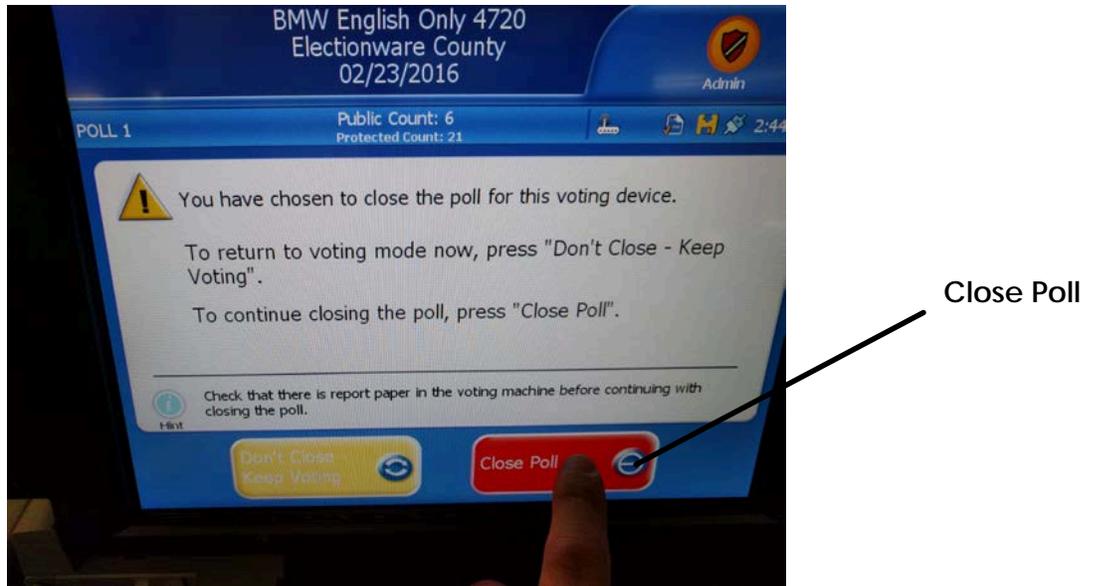


**Step 2.** Locate and press the "Close Polls" button.

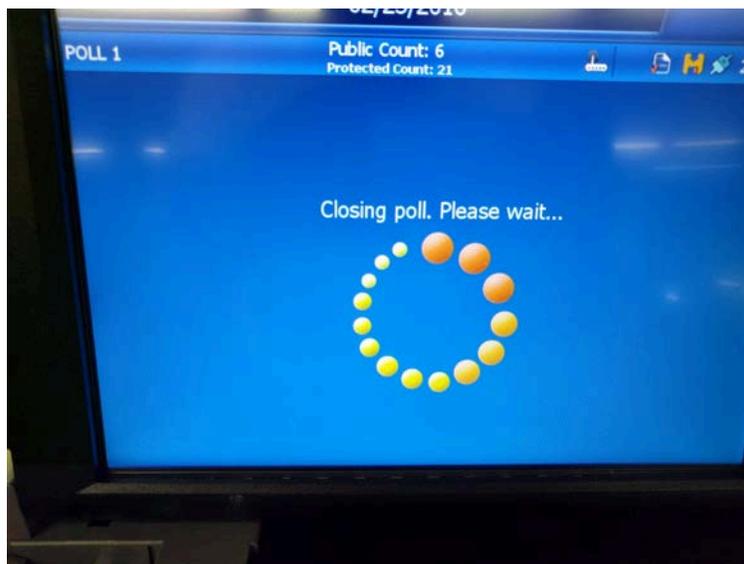


CLOSE POLL  
BUTTON

**Step 3.** The DS-200 will display a confirmation message onscreen. To close the poll, press the red “Close Poll” button onscreen. To cancel, press the yellow “Don’t Close – Keep Voting” button.



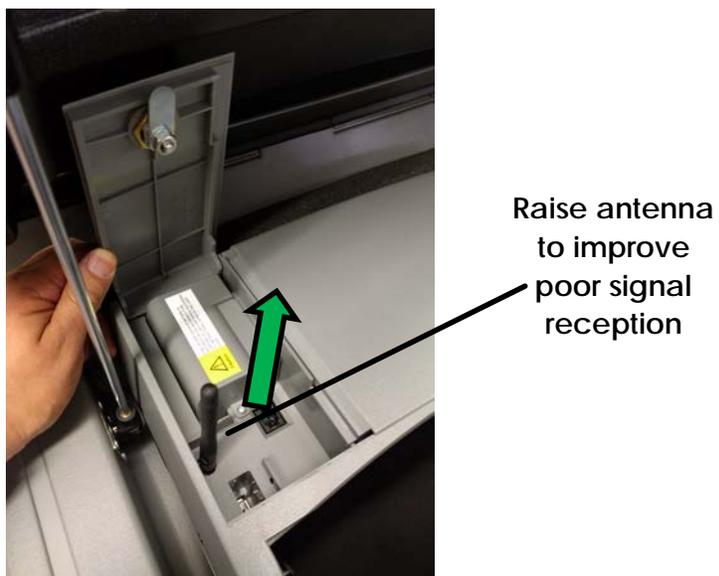
**Step 4.** A message will display showing that the DS-200 is printing the Ballot Status Accounting Report and the Results Report. Four (4) copies of the Results Report will print. Only the 1<sup>st</sup> copy must be signed by the Moderator/Warden, Clerk, and 2 Supervisors.



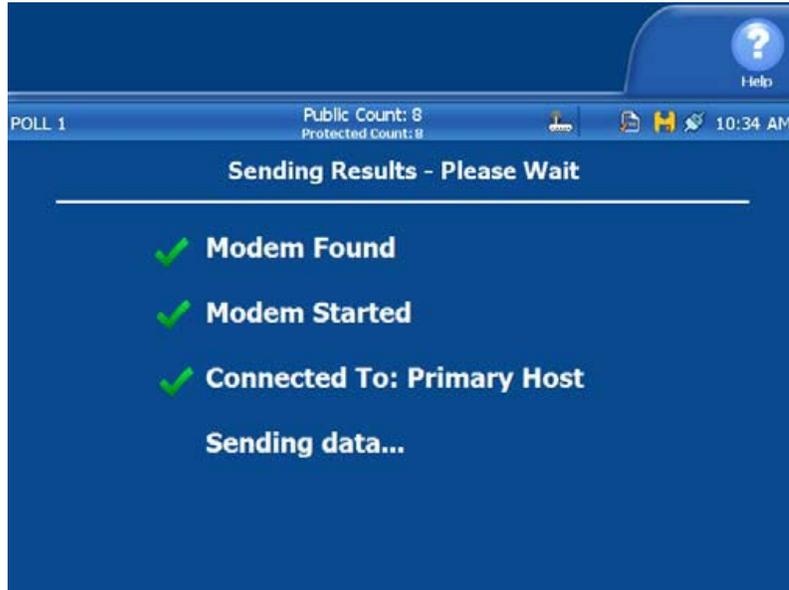
**Step 5. TRANSMIT YOUR RESULTS:** When the “Results Report” has finished printing (4) four copies, the following screen will automatically appear so that you may transmit your results using a cellular modem built into the DS-200. Press “Begin Modem Process” on-screen. **Do not press** Cancel Modem.



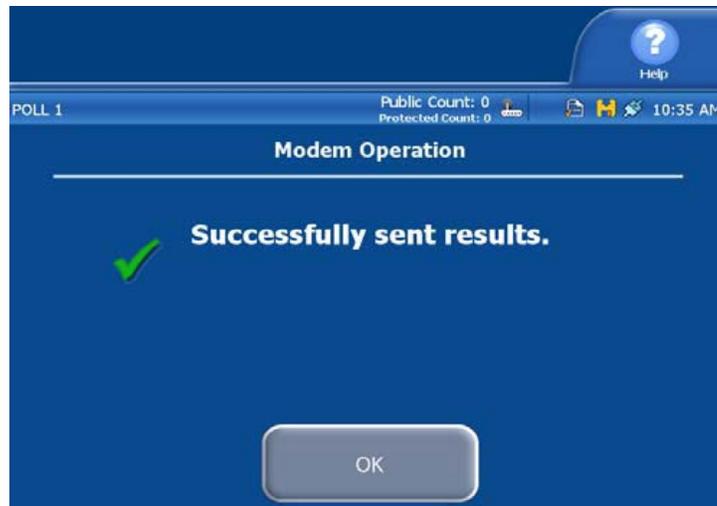
**NO SIGNAL?** If you have little or no signal, or are unable to transmit, use the Black key to open the compartment behind the display screen. Raise the small black antenna up, and signal reception should improve. Once the results have transmitted, fold the antenna back down and lock the compartment door.



**Step 6.** The scanner will attempt to connect to the server. Once the DS200 connects to the server it will show that you are connected.



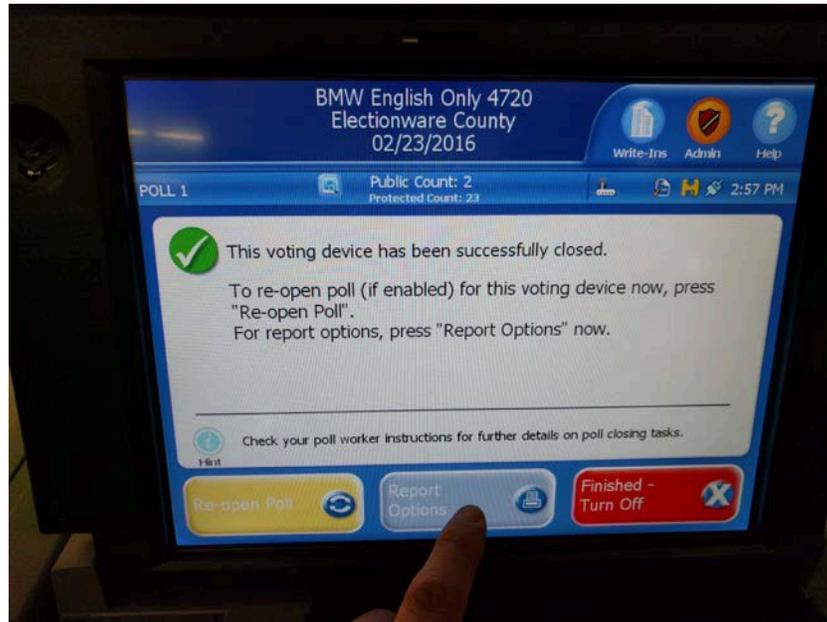
**Step 7.** Once the results have been transmitted successfully, the following screen will appear. Press "OK" to return to the Main Screen.



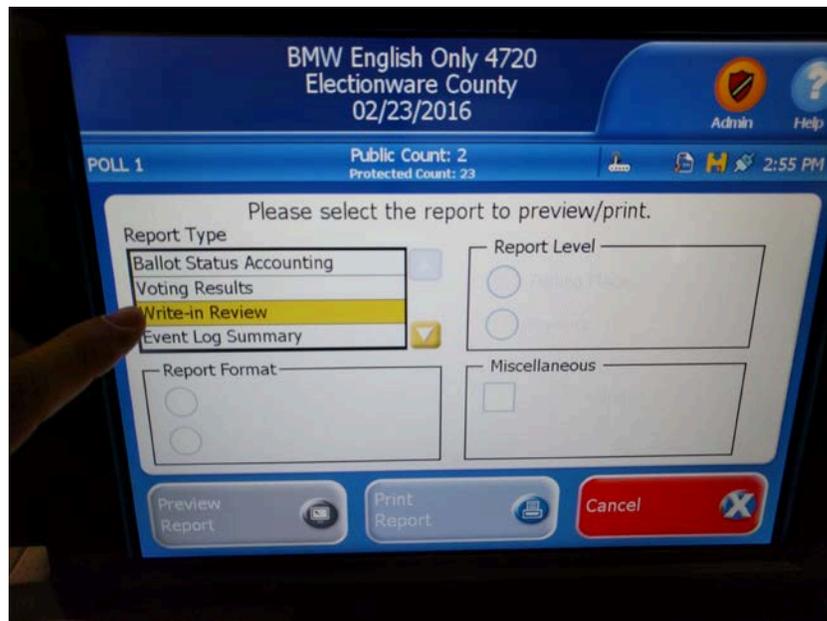
**Note:** The DS-200 will try to connect up to ten (10) times to transmit the results. If unsuccessful, the results from your precinct will not be available until you return the USB Drive from the DS-200 to the Board of Canvassers with the rest of your returns.

**WRITE-IN REPORT INSTRUCTIONS  
ON NEXT PAGE (pg. 81)**

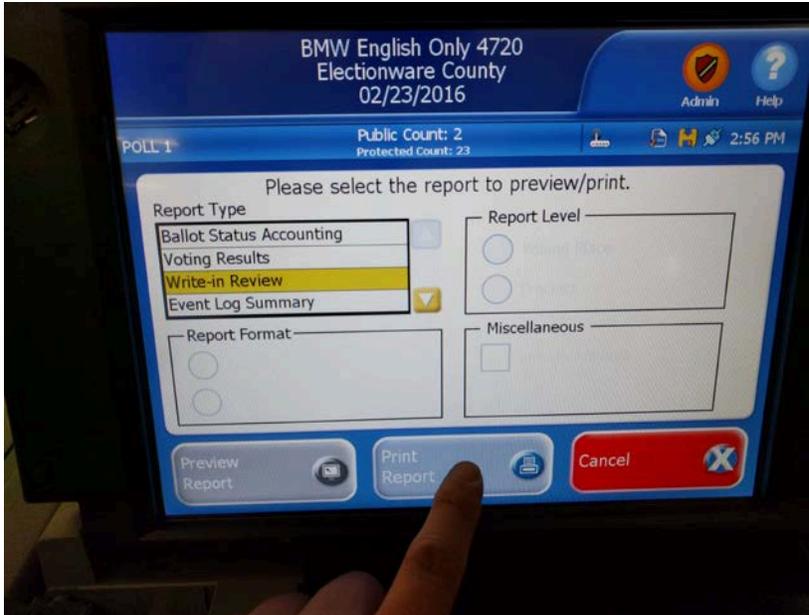
**Step 8. WRITE-INS (GENERAL ELECTION ONLY):** Now you will need to print your "Write-In Review" report. On the screen, select the "Report Options" on the lower-center of the screen. (**Note: Do not select "Write-Ins" at the top right**)



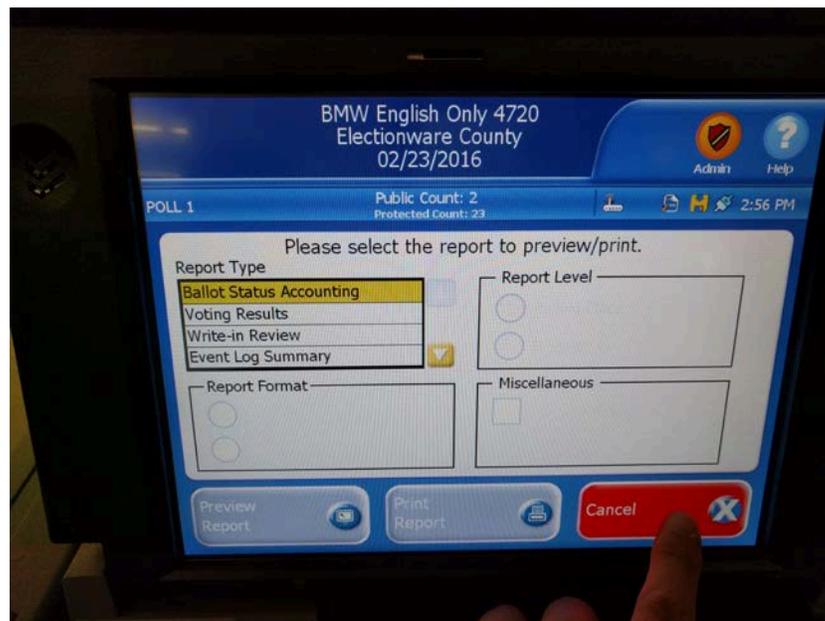
**Step 9.** Select "Write-in Review" as the Report Type.



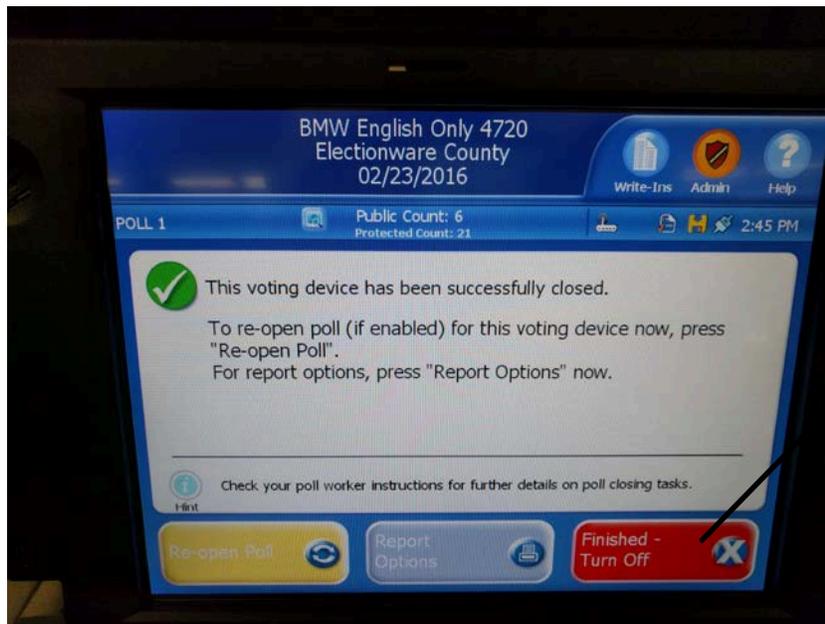
**Step 10.** Press “Print Report.” The “Write-In Review” report will now print. Depending on how many Write-Ins were cast in your precinct, the report may take several minutes to print. When finished, place it into the Write Report Envelope.



**Step 11.** Press the “Cancel” button to return to the Main Menu Screen.



**Step 12.** Press the red “Finished – Turn Off” button to shut down the DS-200.



Power-Off

**Step 13.** Unplug the DS-200 and place the cord inside the rear compartment. Lock the door with the Silver key.



**Step 14.** Remove the USB Drive from the same compartment that you accessed to close the polls.

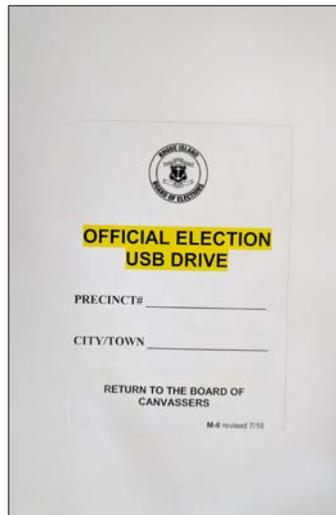


USB Drive

Make sure  
power button is  
NOT lit!

**WARNING:** Do not remove the USB Drive unless your machine is turned-off.

**Step 15.** Place the USB Drive into the envelope labeled for it in the Moderator/Warden Supplies.

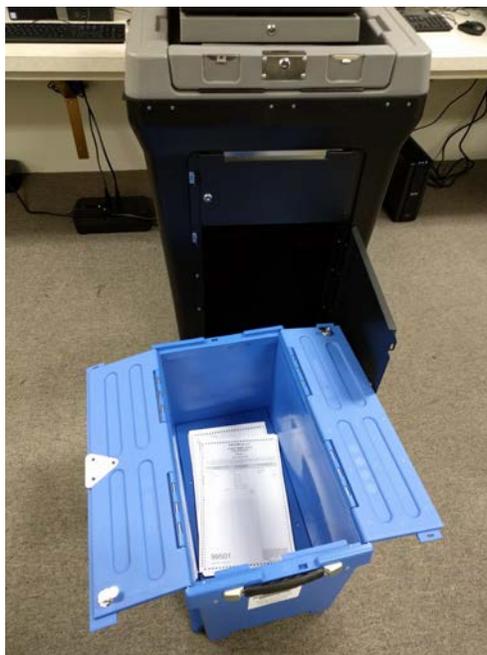


**Step 16. REMOVE THE VOTED BALLOTS:** Now you must remove the ballots from the DS-200. Use the Silver key to open the voted ballot compartment on the front of the DS-200 (the lower compartment).



Voted Ballot  
Compartment

**Step 17.** Remove the plastic Ballot Tote Bin from inside the Ballot Compartment and remove all of the ballots. Put the Ballot Tote Bin back inside the Ballot Compartment. **NOTE:** You will need to slightly raise the back of the Tote Bin in order for it to fit completely back inside the compartment



**Step 18.** Place all of the voted ballots into your metal Ballot Security Case. Seal the case with the **orange seal** provided by the Board of Canvassers.



**Step 19.** Lock the compartment door with the Silver key.



**Step 20.** Lower the screen to the DS-200 and lock it closed. Lower the case cover of the DS-200 and lock it. Engage the two latches on either side of the lock. Make sure the Voted Ballot Compartment and Emergency Ballot Compartment are locked. Place the DS-200 in a secure area.





## Chapter 8

# AUTOMARK:

## A Guide for Moderators



## AutoMark Instructions

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

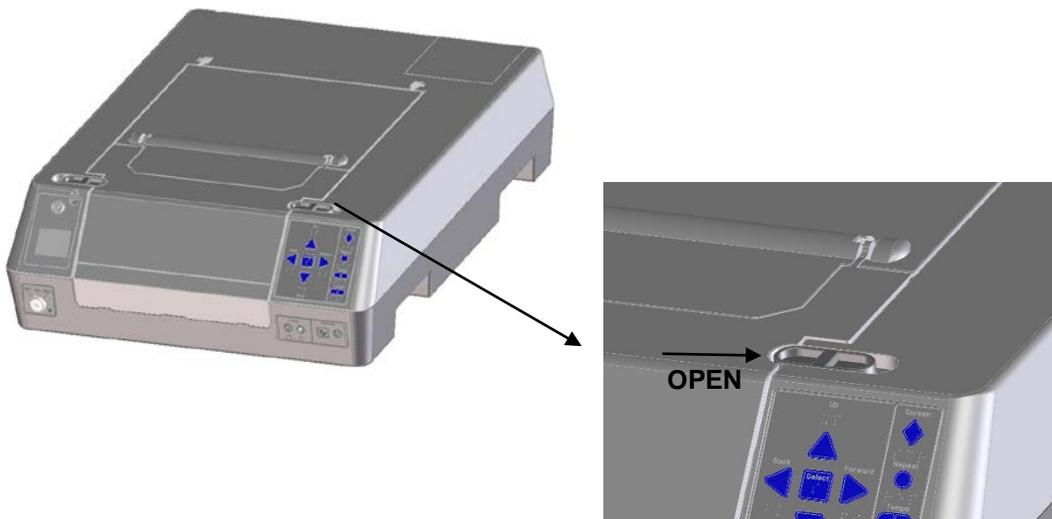
Every polling place is equipped with a device called the AutoMark. This device is designed to assist voters with disabilities to independently mark their ballot. The AutoMark can read a ballot to a person and it can mark a ballot for a person. It can be especially beneficial to voters who are blind, who cannot read, or who have motor disabilities which make it difficult to mark a ballot with a marking pen. All voters are allowed to use the AutoMARK

## Setup Procedures

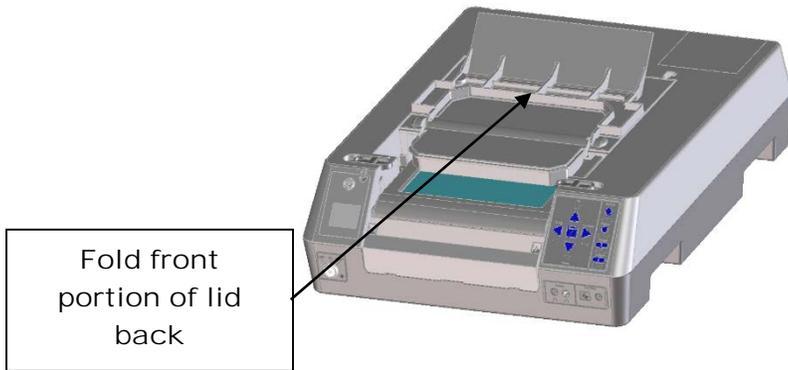
### Setting up the AutoMark

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

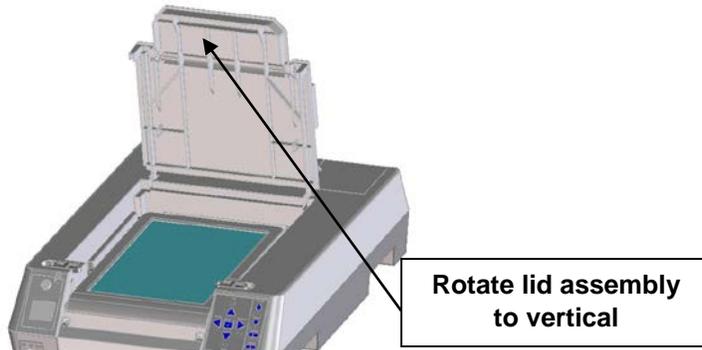
1. Place the AutoMark on the supplied table. On the AutoMark, move the left and right sliding latches outward to unlatch the lid.



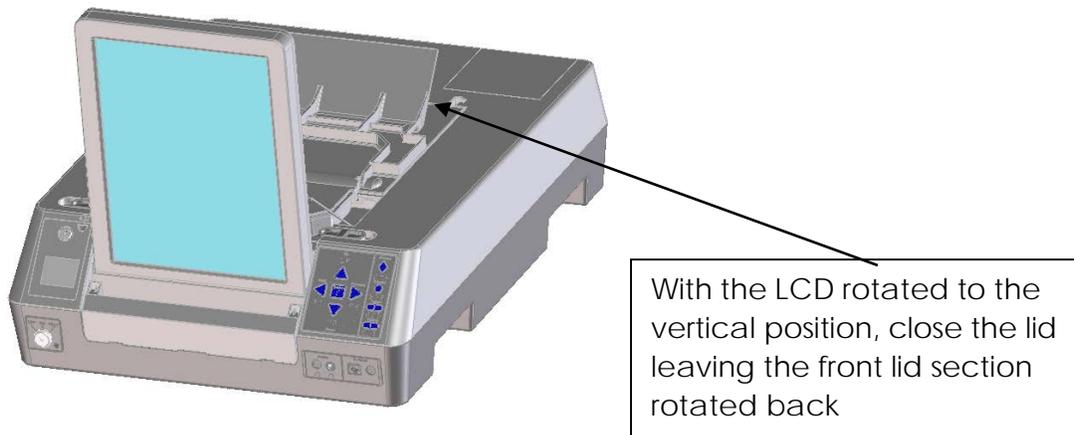
2. Fold the front portion of the lid back.



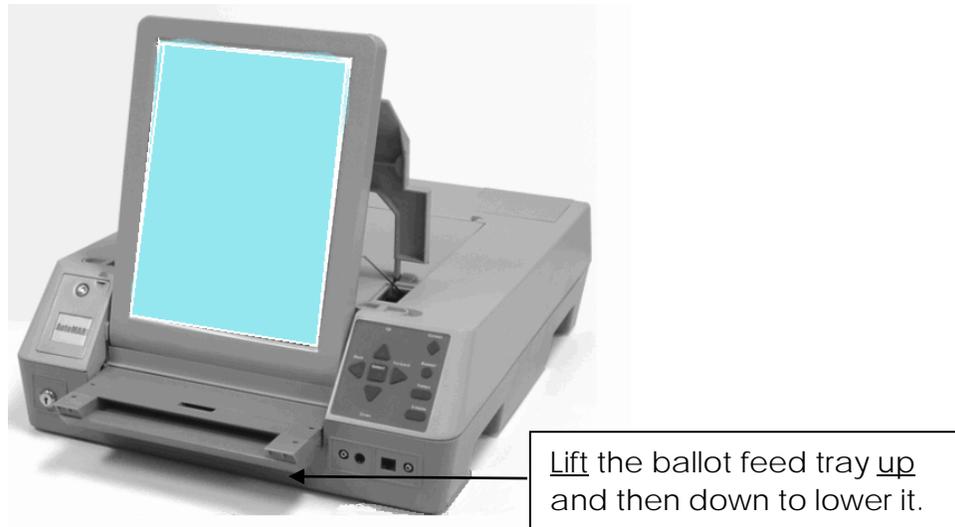
Rotate the lid assembly to vertical.



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



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



### Start Up/Shut Down Procedure

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

Open the AutoMark unit and position the display.

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

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

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

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

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

### **Assisting 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** (\*Device approved under the Americans with Disabilities Act)

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

Insert the ballot for the voter,

Read the following instructions to the voter:

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

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

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

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

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

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

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

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

### **Troubleshooting the AutoMark**

This section contains common troubleshooting procedures and a description of error messages. Contact the Board of Canvassers or Board of Elections if you have a problem that is not described in this chapter. Make sure to document any issues on your Discrepancy Report.

#### **Cannot recognize ballot**

If the AutoMark displays an error message saying that it cannot recognize the ballot, try inserting the ballot into the feed slot very slowly, until you feel the AutoMark 'grab' the ballot from you. Try this multiple times.

#### **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. If this screen appears while the ballot is being marked, see the section below titled “Automark displays an error message while printing”. If you still cannot resolve the issue, call the Board of Canvassers or your Election Technician immediately.

### **AutoMark will not power on**

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

### **AutoMark displays an error message while printing**

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

## Spoiled Ballot Procedure

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

Offer the voter at the AutoMark these two options:

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

Or, you may also give the voter the option of having the 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.

## 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.



## Chapter 9

# Current Best Practices Working with Voters with Disabilities



## **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 asks about using the AutoMark, do not ask the voter if they have a disability or not. Instead, the 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 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 becomes 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 10  
**GLOSSARY**



**AutoMark** - a device designed to assist voters with disabilities to independently mark their ballot in the polling place.

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

**Black Key** – Barrel key used to unlock the DS-200 screen, and access the USB Drive and Antenna Compartments.

**Clerk** – handles ballots and ballot accounting.

**Disaffiliation** – Also known as a “Change of Party Designation” form, this is used at the polls or at the canvassing office which allows a voter to withdraw from his/her registered party. Disaffiliation does not take effect until 90 days *after* the form is submitted to the Warden or at the canvassing office.

**DS-200** – 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 Report and readiness of the DS-200. Closing portion verifies Results Report and accounting of all ballots and ballot applications. Must be signed by Moderator, Clerk, and two Supervisors.

**Gold Key** – key to the Red Provisional Ballot Bag.

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

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

**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.

**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.

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

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

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

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

**Silver Key** – Used to access the regular ballot box and emergency ballot box of the DS-200.

**Totals Report** – printed by the DS-200 when it is totaled at the close of the polling place. **Four** copies of this report are printed automatically, and first copy must be signed by the Moderator, Clerk, and two Supervisors.

**USB Drive** – removable USB memory stick installed in the DS-200 which stores the vote totals. The USB Drive is delivered by the Moderator and Clerk with other election returns to the local canvassing office after the results have been wirelessly transmitted and the polling place has been closed.

**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) ONLY.

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

**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.

**Zero Report** – report printed upon starting the DS-200 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 DS-200 until the polling place closes.



Chapter 11

BOARD OF CANVASSERS  
CONTACT INFORMATION



| <b>Board of Canvassers</b>   |           | <b>UPDATED 5/10/16</b>   |           |
|--|-----------|--|-----------|
| <p><b>Barrington</b> Town Hall # <b>247-1900</b> ext 306<br/>                     283 County Road Fax 247-3765<br/>                     Barrington, RI 02806<br/>                     Meredith Desisto, Town Clerk<br/>                     Email: <a href="mailto:mdesisto@barrington.ri.gov">mdesisto@barrington.ri.gov</a><br/>                     Hours 8:30-4:30</p>   | <b>01</b> | <p><b>Bristol</b> Town Hall # <b>253-7000</b><br/>                     10 Court Street Fax 253-2647<br/>                     Bristol, RI 02809<br/>                     Louis P. Cirillo, Town Clerk<br/>                     Email: <a href="mailto:lpcirillo@bristolri.us">lpcirillo@bristolri.us</a><br/>                     Hours 8:30-4:00</p>   | <b>02</b> |
| <p><b>Burrillville</b> Town Hall # <b>568-4300</b> ext 124<br/>                     105 Harrisville Main Street Fax 568-0490<br/>                     Harrisville, RI 02830<br/>                     Louise Phaneuf, Clerk<br/>                     Email: <a href="mailto:lphaneuf@burrillville.org">lphaneuf@burrillville.org</a><br/>                     Hours M-W 8:30-4:30,Th 8:30-7PM,F 8-12:30</p>   | <b>03</b> | <p><b>Central Falls</b> City Hall # <b>727-7450</b><br/>                     580 Broad Street Fax 724-2031<br/>                     Central Falls, RI 02863<br/>                     Attn: Sonia Grace, Clerk<br/>                     Email: <a href="mailto:sgrace@centralfallsri.us">sgrace@centralfallsri.us</a><br/>                     Hours 8:30-4:30</p>                                    | <b>04</b> |
| <p><b>Charlestown</b> Town Hall # <b>364-1200</b><br/>                     4540 South County Trail Fax 364-1238<br/>                     Charlestown, RI 02813<br/>                     Attn: Amy Rose Weinreich, Town Clerk<br/>                     Email: <a href="mailto:arweinreich@charlestownri.org">arweinreich@charlestownri.org</a><br/>                     Hours 8:30-4:30</p>   | <b>05</b> | <p><b>Coventry</b> Town Hall # <b>822-9150</b><br/>                     1670 Flat River Road Fax 822-9132<br/>                     Coventry, RI 02816<br/>                     Attn: Lori Anderson<br/>                     Email: <a href="mailto:landerson@coventryri.org">landerson@coventryri.org</a><br/>                     Hours 8:30-4:30</p>   | <b>06</b> |
| <p><b>Cranston</b> City Hall # <b>780-3128</b><br/>                     869 Park Avenue Fax 780-3125<br/>                     Cranston, RI 02910<br/>                     Attn: Steven Sepe<br/>                     Email: <a href="mailto:ssepe@cranstonri.org">ssepe@cranstonri.org</a><br/>                     Hours 8:30-4:30</p>  | <b>07</b> | <p><b>Cumberland</b> Town Hall # <b>728-2400</b> ext 131<br/>                     45 Broad Street Fax 724-1103<br/>                     Cumberland, RI 02864<br/>                     Attn: Sandra Giovanelli, Town Clerk<br/>                     Email: <a href="mailto:sgiovanelli@cumberlandri.org">sgiovanelli@cumberlandri.org</a><br/>                     Hours 8:30-4:30 Sandra ext 138</p> | <b>08</b> |
| <p><b>East Greenwich</b> Town Hall # <b>886-8603</b><br/>                     PO Box 111,125 Main St. Fax 886-8625<br/>                     East Greenwich, RI 02818<br/>                     Attn: Elaine Vespia, Clerk<br/>                     Email: <a href="mailto:evespia@eastgreenwichri.com">evespia@eastgreenwichri.com</a><br/>                     Hours 8:30-4:30</p>   | <b>09</b> | <p><b>East Providence</b> City Hall # <b>435-7502</b><br/>                     145 Taunton Avenue Fax 435-1909<br/>                     East Providence, RI 02914<br/>                     Attn: Leslie Shattuck- Moore<br/>                     Email: <a href="mailto:lshattuck-moore@cityofeastprov.com">lshattuck-moore@cityofeastprov.com</a><br/>                     Hours 8:00-4:00</p>      | <b>10</b> |
| <p><b>Exeter</b> Town Hall # <b>294-2287</b><br/>                     675 Ten Rod Road Or <b>295-7500</b><br/>                     Exeter, RI 02822 Fax 295-1248<br/>                     Attn: Mary B. Hall, Clerk<br/>                     Email: <a href="mailto:canvassers@town.exeter.ri.us">canvassers@town.exeter.ri.us</a><br/>                     Hours 9:00-4:00 (Town Hall) Lynn Hawkins<br/>                     Canvassing Hrs 9:00-12:00 Tuesday only</p> | <b>11</b> | <p><b>Foster</b> Town Hall # <b>392-9200</b><br/>                     181 Howard Hill Road Fax 702-5010<br/>                     Foster, RI 02825<br/>                     Attn: Jane Christopher, Town Clerk<br/>                     Email: <a href="mailto:jchristopher@townoffoster.com">jchristopher@townoffoster.com</a><br/>                     Hours: 8:30-5:30 Mon-Thur only</p>           | <b>12</b> |
| <p><b>Glocester</b> Town Hall # <b>568-6206</b> ext 201<br/>                     1145 Putnam Pike, PO Drawer B Fax 568-5850<br/>                     Glocester, RI 02814<br/>                     Attn: Jean Fecteau, Town Clerk-Susan Ex 202<br/>                     Email: <a href="mailto:JeanFecteau@glocesterri.org">JeanFecteau@glocesterri.org</a><br/>                     Hours 8:00-4:30</p>  | <b>13</b> | <p><b>Hopkinton</b> Town Hall # <b>377-7777</b><br/>                     One Townhouse Road Fax 377-7788<br/>                     Hopkinton, RI 02833<br/>                     Attn: Lisa Cook-Martin, Town Clerk<br/>                     Email: <a href="mailto:deptownclerk@hopkintonri.org">deptownclerk@hopkintonri.org</a><br/>                     Hours 8:30-4:30</p>                        | <b>14</b> |

**Board of Canvassers**

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| <p><b>Jamestown</b> Town Hall # <b>423-9804</b><br/>                     93 Narragansett Avenue Fax 423-7230<br/>                     Jamestown, RI 02835<br/>                     Attn: Karen Montoya, Clerk<br/>                     Email: <a href="mailto:kmontoya@jamestownri.net">kmontoya@jamestownri.net</a><br/>                     Hours 8:00-4:30</p>   | <b>15</b> | <p><b>Johnston</b> Town Hall # <b>553-8856, 57</b><br/>                     1385 Hartford Avenue Fax 553-8862<br/>                     Johnston, RI 02919<br/>                     Attn: Laurie Arusso<br/>                     Email: <a href="mailto:larusso@johnston-ri.us">larusso@johnston-ri.us</a><br/>                     Hours 8:30-4:30</p>                                      | <b>16</b> |
| <p><b>Lincoln</b> Town Hall # <b>333-1140</b><br/>                     PO Box 100, 100 Old River Road Fax 333-3648<br/>                     Lincoln, RI 02865<br/>                     Attn: Karen Allen, Town Clerk # 333-8451<br/>                     Email: <a href="mailto:kallen@lincolnri.org">kallen@lincolnri.org</a><br/>                     Hours 9:00-4:30</p>                                 | <b>17</b> | <p><b>Little Compton</b> Town Hall # <b>635-4400</b><br/>                     PO Box 226, 40 Commons Fax 635-2470<br/>                     Little Compton, RI 02837<br/>                     Attn: Carol Wordell, Town Clerk<br/>                     Email: <a href="mailto:cwordell@tlcri.com">cwordell@tlcri.com</a><br/>                     Hours 8:00-4:00</p>                        | <b>18</b> |
| <p><b>Middletown</b> Town Hall # <b>849-5540</b><br/>                     350 East Main Road # <b>847-0009</b><br/>                     Middletown, RI 02842 Fax 845-0406<br/>                     Attn: Wendy J.W. Marshall, Town Clerk<br/>                     Email: <a href="mailto:wmarshall@middletownri.com">wmarshall@middletownri.com</a><br/>                     Hours 8:00-4:00</p>            | <b>19</b> | <p><b>Narragansett</b> Town Hall # <b>782-0625</b><br/>                     25 Fifth Avenue Fax 783-9637<br/>                     Narragansett, RI 02882<br/>                     Attn: Anne M. Irons, Town Clerk<br/>                     Email: <a href="mailto:airons@narragansetttri.gov">airons@narragansetttri.gov</a><br/>                     Hours 8:30-4:30</p>                   | <b>20</b> |
| <p><b>Newport</b> City Hall # <b>845-5384</b><br/>                     43 Broadway Fax 848-5750<br/>                     Newport, RI 02840<br/>                     Attn: Linda Williams<br/>                     Email: <a href="mailto:lwilliams@cityofnewport.com">lwilliams@cityofnewport.com</a><br/>                     Hours 8:30-4:30</p>  | <b>21</b> | <p><b>New Shoreham</b> Town Hall # <b>466-3200</b><br/>                     PO Drawer 220 Fax 466-3219<br/>                     New Shoreham, RI 02807<br/>                     Attn: Fiona Fitzpatrick, Town Clerk<br/>                     Email: <a href="mailto:townclerk@new-shoreham.com">townclerk@new-shoreham.com</a><br/>                     Hours 9:00-3:00</p>                 | <b>22</b> |
| <p><b>North Kingstown</b> Town Hall # <b>294-3331</b> ext.128<br/>                     100 Fairway Dr Fax 294-2437<br/>                     North Kingstown, RI 02852<br/>                     Attn: Carole Byers, Sup. Canvass Authority<br/>                     Email: <a href="mailto:cbyers@northkingstown.org">cbyers@northkingstown.org</a><br/>                     Hours 8:30-4:30</p>             | <b>23</b> | <p><b>North Providence</b> Town Hall # <b>232-0900</b><br/>                     2000 Smith Street Fax 719-1609<br/>                     North Providence, RI 02911<br/>                     Attn: Lawrence Flynn, Director<br/>                     Email: <a href="mailto:lflynn@northprovidenceri.com">lflynn@northprovidenceri.com</a><br/>                     Hours 8:30-4:30</p>      | <b>24</b> |
| <p><b>North Smithfield</b> Town Hall # <b>767-2200</b> ext.4<br/>                     575 Smithfield Road Fax 356-4057<br/>                     North Smithfield, RI 02896<br/>                     Attn: Debbie Todd, Town Clerk<br/>                     Email: <a href="mailto:dtodd@nsmithfieldri.org">dtodd@nsmithfieldri.org</a><br/>                     Hours M-F 8:00-4:00, Th 8-7pm, Fri 8-12</p> | <b>25</b> | <p><b>Pawtucket</b> City Hall # <b>722-1637</b><br/>                     137 Roosevelt Avenue Fax 729-9499<br/>                     Pawtucket, RI 02861<br/>                     Attn: Ken McGill, Registrar<br/>                     Email: <a href="mailto:kmcgill@pawtucketri.com">kmcgill@pawtucketri.com</a><br/>                     Hours 8:30-4:30</p>                              | <b>26</b> |
| <p><b>Portsmouth</b> Town Hall # <b>683-3157</b><br/>                     2200 East Main Road Fax 683-2107<br/>                     Portsmouth, RI 02871<br/>                     Attn: Jackie Schulz, Registrar<br/>                     Email: <a href="mailto:jschulz@portsmouthri.com">jschulz@portsmouthri.com</a><br/>                     Hours 9:00-4:00</p>  | <b>27</b> | <p><b>Providence</b> City Hall # <b>421-0495</b> ext 203,204<br/>                     25 Dorrance Street Fax 421-9397<br/>                     Providence, RI 02903<br/>                     Attn: Kathy Placencia, Administrator<br/>                     Email: <a href="mailto:kplacencia@providenceri.com">kplacencia@providenceri.com</a><br/>                     Hours 8:30-4:30</p> | <b>28</b> |

**Board of Canvassers**

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| <p><b>Richmond</b> Town Hall # <b>539-9000</b> ext 9<br/>                 5 Richmond Townhouse Road Fax 539-1089<br/>                 Wyoming, RI 02898<br/>                 Attn: Tracy Nelson, Town Clerk<br/>                 Email: <a href="mailto:townclerk@richmondri.com">townclerk@richmondri.com</a><br/>                 Hours 9:00-4:00</p>                            | <p><b>Scituate</b> Town Hall # <b>647-2822</b><br/>                 PO Box 328 195 Danielson Pike Fax 647-7220<br/>                 North Scituate, RI<br/>                 Attn: Gloria Loyd, Canvassing Clerk<br/>                 Email: <a href="mailto:gmlloyd@aol.com">gmlloyd@aol.com</a><br/>                 Hours 8:30-4:00</p>  |
| <p><b>Smithfield</b> Town Hall # <b>233-1001</b><br/>                 64 Farnum Pike Fax 232-7244<br/>                 Smithfield, RI 02917<br/>                 Attn: Carol A. Aquilante, Town Clerk<br/>                 Email: <a href="mailto:caquilante@smithfieldri.com">caquilante@smithfieldri.com</a><br/>                 Hours 8:30-4:30</p>                            | <p><b>South Kingstown</b> Town Hall # <b>789-9331</b><br/>                 180 High Street Fax 788-9792<br/>                 Wakefield, RI 02879<br/>                 Attn: Dale Holberton, Town Clerk x230<br/>                 Email: <a href="mailto:dholberton@southkingstownri.com">dholberton@southkingstownri.com</a><br/>                 Hours 8:30-4:30</p>                                      |
| <p><b>Tiverton</b> Town Hall # <b>625-6703</b><br/>                 343 Highland Road Fax 625-6705<br/>                 Tiverton, RI 02878<br/>                 Attn: Kathleen Wood, Clerk<br/>                 Email: <a href="mailto:kwood@tiverton.ri.gov">kwood@tiverton.ri.gov</a><br/>                 Hours: 8:30-4:00</p>  | <p><b>Warren</b> Town Hall # <b>245-7340</b><br/>                 514 Main Street Fax 245-7421<br/>                 Warren, RI 02885<br/>                 Attn: Julie Coelho, Town Clerk<br/>                 Email: <a href="mailto:jcoelho@townofwarren-ri.gov">jcoelho@townofwarren-ri.gov</a><br/>                 Hours: 9:00-4:00</p>  |
| <p><b>Warwick</b> City Hall # <b>738-2000</b> ext 6224<br/>                 3275 Post Road Fax 732-3439<br/>                 Warwick, RI 02886<br/>                 Attn: Patricia= 6224 Dot = ext 6222<br/>                 Email: <a href="mailto:Patricia.Aylesworth@warwickri.com">Patricia.Aylesworth@warwickri.com</a><br/>                 Hours: 8:30-4:30</p>             | <p><b>Westerly</b> Town Hall # <b>348-2503</b><br/>                 45 Broad Street Fax 348-2571<br/>                 Westerly, RI 02891<br/>                 Attn: Cathy Brayman or Michele Murphy<br/>                 Email: <a href="mailto:brayman@westerly.org">brayman@westerly.org</a><br/> <a href="mailto:murphy@westerly.org">murphy@westerly.org</a><br/>                 Hours: 8:30-4:30</p> |
| <p><b>West Greenwich</b> # <b>392-3800</b><br/>                 280 Victory Highway X-108<br/>                 West Greenwich, RI 02817 Fax 392-3805<br/>                 Attn: Holly Howard, BOC<br/>                 Email: <a href="mailto:okfgrow@aol.com">okfgrow@aol.com</a><br/>                 Hours : 8:30-4:00</p>  | <p><b>West Warwick</b> Town Hall # <b>822-9200</b><br/>                 1170 Main Street Fax 822-9266<br/>                 West Warwick, RI 02893<br/>                 Attn: Marianne Kelly, Town Clerk<br/>                 Email: <a href="mailto:mkelly@westwarwickri.org">mkelly@westwarwickri.org</a><br/>                 Hours 8:30-4:30</p>  |
| <p><b>Woonsocket</b> City Hall # <b>767-9223</b><br/>                 PO Box B Fax 767-9226<br/>                 169 Main Street<br/>                 Woonsocket, RI 02895<br/>                 Attn: Estelle Corriveau, Manager<br/>                 Email: <a href="mailto:ecorriveau@woonsocketri.org">ecorriveau@woonsocketri.org</a><br/>                 Hours 8:30-4:00</p> | <p><a href="http://www.muni-info.state.ri.us/municipalities/">www.muni-info.state.ri.us/municipalities/</a><br/><br/>                 Directory of City and Town Officials<br/>                 with updates &amp; changes.<br/>                 And a link to their web site.</p>   |

