

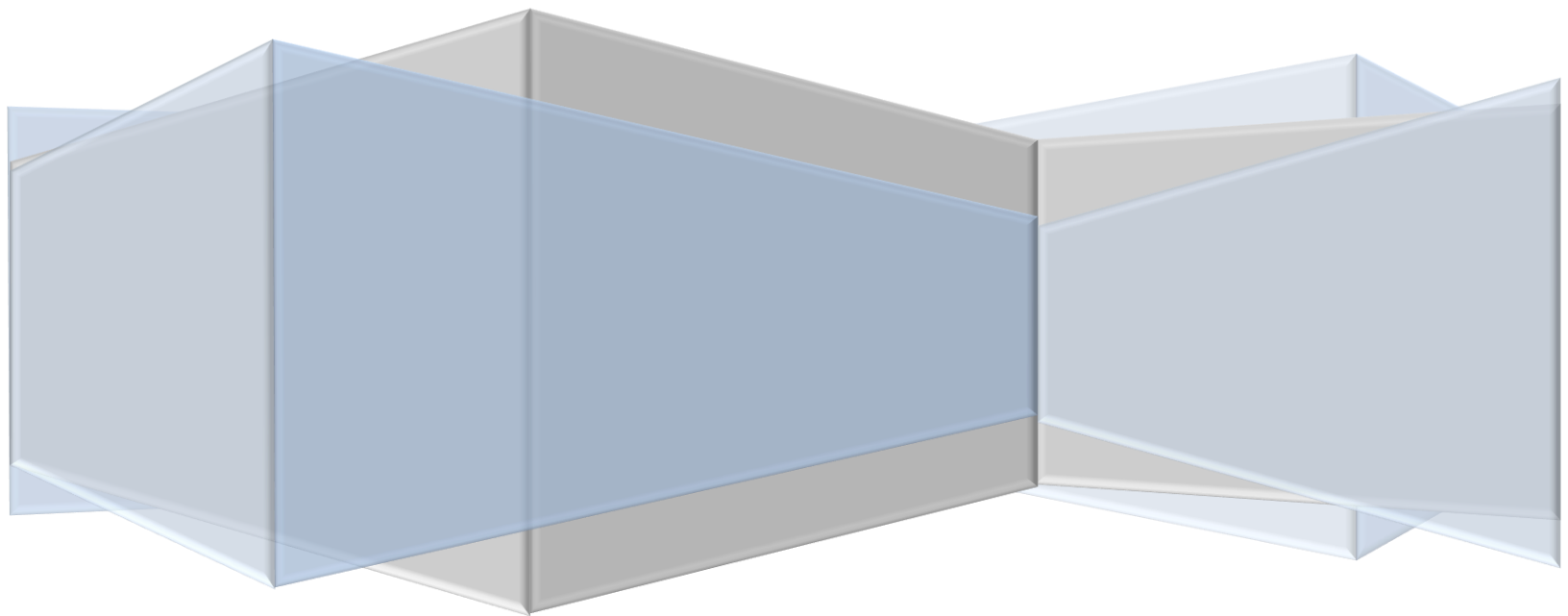


# **BOARD OF ELECTIONS**

## **Poll Worker Handbook**

*“Thank you for becoming a Poll Worker. We appreciate that the hours are long and the work can be challenging, but the services you provide each Election Day are invaluable.”*

*Ellen Griffiths  
Administrator*



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## District Board Members

Each district board of election is comprised of two Republican and two Democratic board members (also called Poll Workers) who are appointed by the County Board of Elections. A Poll Worker who is registered as an “Unaffiliated” voter may be assigned in any district to represent either political party.

## Training Requirement

All Poll Workers must successfully complete one training class administered by the County Board of Elections every year. New Poll Workers will be assigned to an available district after successful completion of one training class.

## Poll Workers Arrival Time

- Poll Workers must report to their assigned polling place 45 minutes prior to Opening Polls, Refer to your Assignment Letter for the specific time.
- A Poll Worker who is unable to report to his or her assignment must notify the County Board of Elections as soon as possible.
- Poll Workers must immediately notify the County Board of Elections if any board member fails to report for duty.
- Every effort will be made to find a substitute for the absent Poll Worker.



***Poll Workers may not delay the opening of the polls due to the absence of any member.***

## Salary

For any municipal, primary, special or general election the compensation is:

- Election Day = \$300
- Early Voting = \$21.43/hr
- Return election equipment to the designated location = \$12.50 (2 people - \$6.25 each)
- Return supplies for other districts (not yours) = \$12.50 per district (max of 5 districts)
- Compensation for Special school elections are subject to that school’s budget and may deviate from the primary and general compensation.

## Time Sheet

- On Election Day, complete and sign your District Time Sheet and give it to your Runner when they arrive at your location. They will bring it back to the Board of Elections. Failure to do so may result in a delay of payment. It takes approximately thirty (30) days for you to receive payment.
- During Early Voting, the time sheet will be returned nightly.

## Poll Workers Etiquette

Every voter should leave the polling place feeling positive about their experience in the democratic process. This is also an important lesson for all children (our future voters) who accompany their parents to the polls.

- Poll Workers are expected to conduct themselves in a professional and courteous manner to each and every voter throughout Election Day. It is important to fully answer all voter questions.
- Poll Workers must extend these same courtesies to their fellow Poll Workers. Any issues should be brought to the attention of the County Board of Elections.
- Poll workers may NOT discuss Politics while working the Polls. All other conversations are to be private and confidential.



All Poll Workers Must:

- ✓ Wear their name tag
- ✓ Display their Certificate of Appointment
- ✓ Work at the location to which they are assigned
- ✓ Be professional and courteous

## Identify the Official Clock

- Poll Workers in each district must select an official clock so there is no confusion about the times the polls are opened or closed.
- A cell phone is the preferred official clock and Poll Workers should verify with their Runners that the time on each Machine is accurate to within three (3) minutes of the official clock.

## Opening the Polls

As determined by the official clock at precisely 6:00 am, or the appropriate time for the election, one Poll Worker from each district must publicly announce the polls are officially open.

Note: "Opening the Polls" does not mean opening the ExpressVotes for voting. All voting machines and supplies must be set up and ready for use before the specific start time. The doors to the polling place must be open to the public promptly at the official start time to begin Election Day.

## Arriving at the Polls - (these steps must be completed before voters arrive)

- Check Your Equipment to verify that you have the correct supplies for your district
  - ✓ Black Voting Machine Bags
  - ✓ Blue Supply Bag
  - ✓ DS200
  - ✓ Blue Poll Book Cases
- If your municipal clerk hasn't set up your booths and tables, set-up the voting booths and tables provided in a voter-friendly configuration.
- From the Blue Bag, remove the following:
  - ✓ Red Bag
  - ✓ Poll Worker Flip Chart
  - ✓ Voting Authority Books
  - ✓ Stringer (inside a small pouch or envelope)
  - ✓ Clear Supply Envelope, containing the Form 100
  - ✓ Spoiled Ballot Envelope
- From the Red Bag, remove
  - ✓ Nighthawk Router (1 per Polling Location)
  - ✓ Small Red bag containing Machine Keys (1 Standard, 1 Barrel)
  - ✓ Pink Sheets (record important election day information about the voting machines)
  - ✓ Handicapped Accessibility Checklist
  - ✓ "How Many Votes" Blue Form
  - ✓ *Announcement Letter (when applicable)*
- Check Red Bag Security Seal # and record on Pink Sheet.
- Remove white security seal from Black Bags. Record this number on Pink Sheet.
- Remove voting machine(s) from black bags. Compare with machine serial number listed on Pink Sheet.
- Remove white security seal from Blue Cases. Record number on Pink Sheet
- Remove white security seals from lid and bottom door of DS200. Record numbers on Pink Sheet.
- Remember that only Poll Workers are authorized to break and remove these security seals.
- **VERY IMPORTANT - ALL PLASTIC SEALS GO INTO THE RED BAG AFTER YOU OPEN THEM!**



*If any information on Pink Sheet is incorrect, call 973-579-0953 ASAP.*

**Best Practice: One PW from DIFFERENT parties should manage all security seal information.**

## Preparing the Room

- Designate an area for Challengers that is separate from the Roster table but close enough for them to hear Poll Workers call out voters' names.
- Confirm that your polling place is safe for use and report any hazards or issues to the Board of Elections.
- Using the tape provided in the clear pencil case in the Blue Bag, hang all signs, posters, "Vote Here" signs, sample ballots, and your Certificate of Appointment.
- Confirm that the American Flag is present and flying. (If not call Municipal Clerk)
- Designate an Official Clock – preferably using a cell phone.
- **At the designated time, unlock and open the doors of the polling location and loudly announce that the polls are open.**

***Assess the outside lighting when you arrive. If the parking lot is not well-lit, contact the Municipal Clerk so it can be fixed before nightfall.***

## Preparing the Electronic Poll Books

- Instructions to set up and open Poll Books can be found inside Blue Supply Bag
- Remove Nighthawk from Red bag plug into an outlet and Press Power button on top. Once powered up, inspect screen to make sure it has service (Look for signal bars at top of screen)
- Remove Pollbooks and Printers from Blue Cases and set up on Roster Table
- Connect Orange Power Cable from PollBook to White Brick and plug into power strip
- Connect Black Power cable to Printer and plug into power strip
- Connect small end of USB Cable into back of Printer and larger side into side of Pollbook with imprinted icon face up
- Confirm that all cords are not a tripping hazard
- Power On both Printers and then Pollbooks
- Once the Poll Book is on, check for a Lightning Bolt in top right corner to verify power
- Following the on-screen prompts, verify the Election and Press Launch
- Verify Polling Place in left section is correct
  - If incorrect, press Change Poll Place and select the correct Poll Place
- Enter Username and Password provided on Pink Sheet and Press Sign In
- Verify the Check-In Count
  - On the First Day of Early Voting and Election Day, this should be 0
  - On Preceding days of Early Voting, it should reflect previous day(s) totals
- Press **Open Poll**
- You are all set!

## Preparing the DS200 Tabulator

- Using Standard Key from Red Bag, open the rear compartment, remove the power cord and plug into the Outlet in a location that allows for the DS200 to face Poll workers
- Using Standard Key, Unlock and open the bottom door and remove the Blue Ballot Bin
- Remove the box from Ballot Bin containing Blank Activation cards and Privacy Sleeves and place the box at the Roster Table
- Place the empty Ballot Bin in the bottom of the DS200 and prop open the lid of the ballot bin
- Close and Lock the Bottom door of the DS200 and Seal with white seal located in the Red Bag
- Record the Seal from the DS200 Lid on the Pink Sheet, then remove and place in Red Bag
- Using Standard Key, unlock the lid and open
- Using Barrel Key, unlock front of the scanner and open. Machine should boot up automatically within 10 seconds
  - If the machine doesn't automatically boot up, close the screen and verify connection to power outlet. There should be Green LED on power supply in rear of DS200 that indicates it has power. Once verified, re-open scanner
- When prompted, enter Election Code found on the Pink Sheet
- Configuration Report will print, place reports in the Red Bag
- Press **Open Poll**
- Status and Zero Reports Should Print, place them in the red bag
  - If they don't Press **Report Options** and print Zero Totals reports
- Verify the Public Count
  - On Election Day and the First Day of Early Voting, the count should be ZERO
  - On Preceding days of Early Voting, it should reflect the previous day(s) totals
- Press **Go to Voting Mode**
- You are all set!



Standard Key



Barrel Key

## Preparing the ExpressVote

- **Never touch the White and Orange security seals on the top and bottom of the ExpressVotes.**
- Plug the power cords into the back of each ExpressVote with the flat edge of cable facing up
- Pull out silver support leg and stand up ExpressVote on Booth Platform
- Confirm that all cords are not a tripping hazard
  - Each ExpressVote will be plugged in independently
- Double check that the electrical plug is firmly secured in the back of the voting machine. Test the wall outlet with a phone charger or other electrical appliance to make sure that the outlet is providing power. Then plug voting machine into outlet
  - ExpressVote will have Green LED Below Plug Icon to indicate A/C Power
- Using Barrel Key from Small Red Bag, Open the left compartment
- Press On button on Power Switch, may take several minutes to boot up
  - ExpressVote will now have Green LED under Battery Icon
- Once Screen turns on, Close and lock left compartment
  - There will be an ADA Compliant Keypad plugged in, the cable needs to go through the cut out in the compartment door in order to close
- On Boot up, enter the Election Code found on the Pink Sheet
- On the Welcome Screen, Confirm the Date, Time, Election, and Poll Names are Correct
- You are all set!



## Breaks During Election Day

- Two Poll Workers of different parties must be present at all times when the polls are open. Only one Poll Worker is permitted to be absent from the polling room at one time.
- Poll Workers are permitted to be absent for a one-hour lunch break between the hours of 12:00 pm and 5:00 pm. No Poll Workers may be absent from the polling place after 5:00 pm.

## Cell Phones



- Cell phone usage is not permitted in the polling place. Challengers, voters, Poll Workers, candidates, reporters – no one is exempt from this rule.
- The only exception to this rule is when a Poll Worker needs to contact the County Board of Elections for official election business.

## Persons Allowed in the Polling Place

- Poll Workers must be aware of who is in the polling place at all times. State election law provides only certain people are authorized to be in the polling place. They are:
  - ✓ Poll Workers
  - ✓ Voters and their dependent children
  - ✓ Credentialed Challengers (with permission from the Board of Elections)
  - ✓ Candidates
  - ✓ Election officials
  - ✓ Federal or State observers
  - ✓ Newspaper photographers are allowed to take photos at the polls with permission from the Board of Elections. They are never allowed near the voting equipment or Poll Books and should ask permission before taking a Poll Worker's or voter's picture.
  - ✓ Media persons and non-partisan interest group representatives with credentials are NOT permitted to conduct exit polling outside the polling place exit unless authorized by the Board of Elections. Note: Poll Workers should not permit unauthorized persons to remain in the polling place and should ask them to leave.
- Contact the Board of Elections when anyone, other than a voter, arrives at your polling location.
- Only Challengers are permitted to remain in the polling place for any length of time. Voters should be discouraged from "hanging out" after they have voted.

## General Rule for Voting

Most voters will vote on the voting machine. The Poll Workers shall not permit any person whose name and signature do not appear in the PollBook (sometimes they may be in the wrong polling place – verify their address in PollBook) to vote on the ExpressVote. Should the voter insist they are a registered voter, or seems to have evidence of such (a voter registration card, sample ballot, etc.), call the Board of Elections before issuing a Provisional Ballot.

## Time Allowed to Vote

Once a ballot is cast, the voter should leave the polling place immediately. If a voter refuses to leave the poll place, the Poll Workers are authorized to have the voter removed. Once the voter prints their Ballot on the ExpressVote, they cannot return to the machine unless an error was made and they needed a new ballot issued. Once the voter completes casting their Ballot on the DS200, they cannot go back to the machine unless the Poll Workers have reason to believe the voter left before properly casting their ballot. Handicapped voters need additional time and should always be treated courteously and with patience.

## Checking In a Voter

- ✓ Guide the voter to the correct table and ask for their full name and address.
- ✓ Repeat their name clearly (be sure you are loud enough for a Challenger to hear)
- ✓ Press *Search for Voter* and Enter the voter's name in the Pollbook.
- ✓ If Voter does not appear, select 'by County' to Expand Search
- ✓ Verify Voter Status
  - Green = Voter will be issued standard ballot
  - Yellow = Requires action, such as ID Verification; Can be issued Provisional ballot
  - Red = Voter is not eligible to vote
- ✓ Pressing the voter will provide further detail, such as status comments
- ✓ Once Voter Status is verified and Voter is confirmed to be in correct location issue the next Voting Authority Slip stamped with a ballot number. Ask the voter to sign the left half of the Authority Slip. Rip off the right half and place on the string beside your Poll Book.
  - During a Primary, Republican Ballot Voters use Blue Voting Authority Slips, Democratic Ballot Voters use White Voting Authority Slips
- ✓ Select the appropriate ballot type and enter Voting Authority Slip Number
- ✓ Compare the voter's signature to the one in the Pollbook for verification.
- ✓ If the signatures do not match, you may ask the voter to verify their birthdate.
- ✓ If the Poll Worker is satisfied that the signatures match, inform the voter that the signature will become their official signature of record. They can choose to re-sign.
- ✓ When prompted, enter a blank Activation Card into the Printer
- ✓ Place the Activation Card inside Privacy sleeve and hand to the voter
- ✓ Direct the voter to the voting machines

***Repeat These Steps for Each New Voter.***

***Poll Workers Should Alternate Jobs throughout the Day.***

Table 2.1 – Poll Book Status Guide

<b>Active Eligible</b>	<ul style="list-style-type: none"> <li>• Issue Standard Ballot</li> </ul>
<b>Inactive Eligible -Verify ID</b>	<ul style="list-style-type: none"> <li>• Verify Voter Identity from approved Documentation</li> <li>• If Voter is properly ID'ed, Issue Standard Ballot</li> <li>• If Voter refuses to provide ID, or ID doesn't match, issue Provisional Ballot</li> </ul>
<b>Inactive Eligible -Affirm Address</b>	<ul style="list-style-type: none"> <li>• Affirm Voter Address from approved Documentation</li> <li>• If Address is properly verified, Issue Standard Ballot</li> <li>• If Voter refuses to provide proof of Address, or proof doesn't match, issue Provisional Ballot</li> </ul>
<b>Active Ballot Issued</b>	<ul style="list-style-type: none"> <li>• Voter was already issued ballot to vote</li> <li>• If initial ballot was spoiled, re-issue standard ballot</li> </ul>
<b>Active Mail In Ballot Issued</b>	<ul style="list-style-type: none"> <li>• Voter was issued Mail-In Ballot</li> <li>• If Voter insists they didn't vote, call Election Office</li> <li>• If approved, issue Provisional Ballot</li> </ul>

*Call 973-579-0950 with any questions!*

Table 2.2 - Name is Not Present in the Poll Book

**Voter's Name is NOT appearing in the Poll Book**

- Confirm spelling of name. Ask if it changed or is hyphenated. Look again..

**Name Still Cannot be Found**

- Select 'By County' to expand search.

**If Voter Belongs in a Different District**

- Select Voter and Press Polling Place Tab. Inform Voter of proper polling Location

**If the Voter belongs in your district and is not in the PollBook.**

- Call the Board of Elections.

**Voter Changed Name but Old Name Still in PollBook.**

- Voter should sign the new name and Vote on the machine. Note the change on the Yellow Form 100.

**Voter is Marked as Already Voted**

- If a Voter's name is marked as having already voted, the Poll Worker cannot permit the voter to vote. Call the Board of Elections.

Table 2.3 – Sample Poll Book Screens

POLLING PLACE: 7 Issued | 0 Reissued | 7 Checked In Tue Jan 07 1:26 PM 100%

Clear all

Matching results 20 Results

REED	JOHN	4500 S FINCH AVE DALLAS, TX 75222	01-01-1994	Active Ballot Issued
REED	JOHN	1011 S HARDING AVE DALLAS, TX 75201	01-01-1990	Active Eligible
REED	JOHN	4500 S CLARENDON AVE 2100S DALLAS, TX 75240	01-01-1991	Active Eligible
REED	JOHN	8800 S ADA ST DALLAS, TX 75220	01-01-1971	Active Eligible
REED	JOHN	5500 S HARDING AVE DALLAS, TX 75232	01-01-1972	Active Eligible

COMMUNITY BUILDING 0 Issued | 0 Reissued | 0 Checked In Thu Sep 24 11:57 AM 100%

**SMITH, CLARA VARGAS** Manage Voter >

1101 SOUTH KLEIN AVENUE , CITY, STATE 79029

Basic Info
Identification
Voter History
Poll Place

Precinct: **301**

Date of Birth: **08-20-1920 (R1)**

Comment: **Verify Address. Issue Standard Ballot if unchanged. If there is an address change, have voter complete a Statement of Residence before issuing a Standard Ballot.**

Party: **11**

Ballot Style: **Precinct 101**

Active Eligible

Back

Issue Provisional

Issue Standard

POLLING PLACE: 7 Issued | 0 Reissued | 7 Checked In Tue Jan 07 1:27 PM 100%

Issue Provisional Ballot

**Provisional Reason and Provisional ID**

Select Provisional Reason

Voter is not in the Pollbook

Voter did not provide identification

Voter is not a US citizen

Voter signature does not match

Voter is in the wrong Poll Place

Voter is required to provide additional documentation

Voter is not 18 by General Election

Other

Provisional ID: **OMA-38507402205**

Back

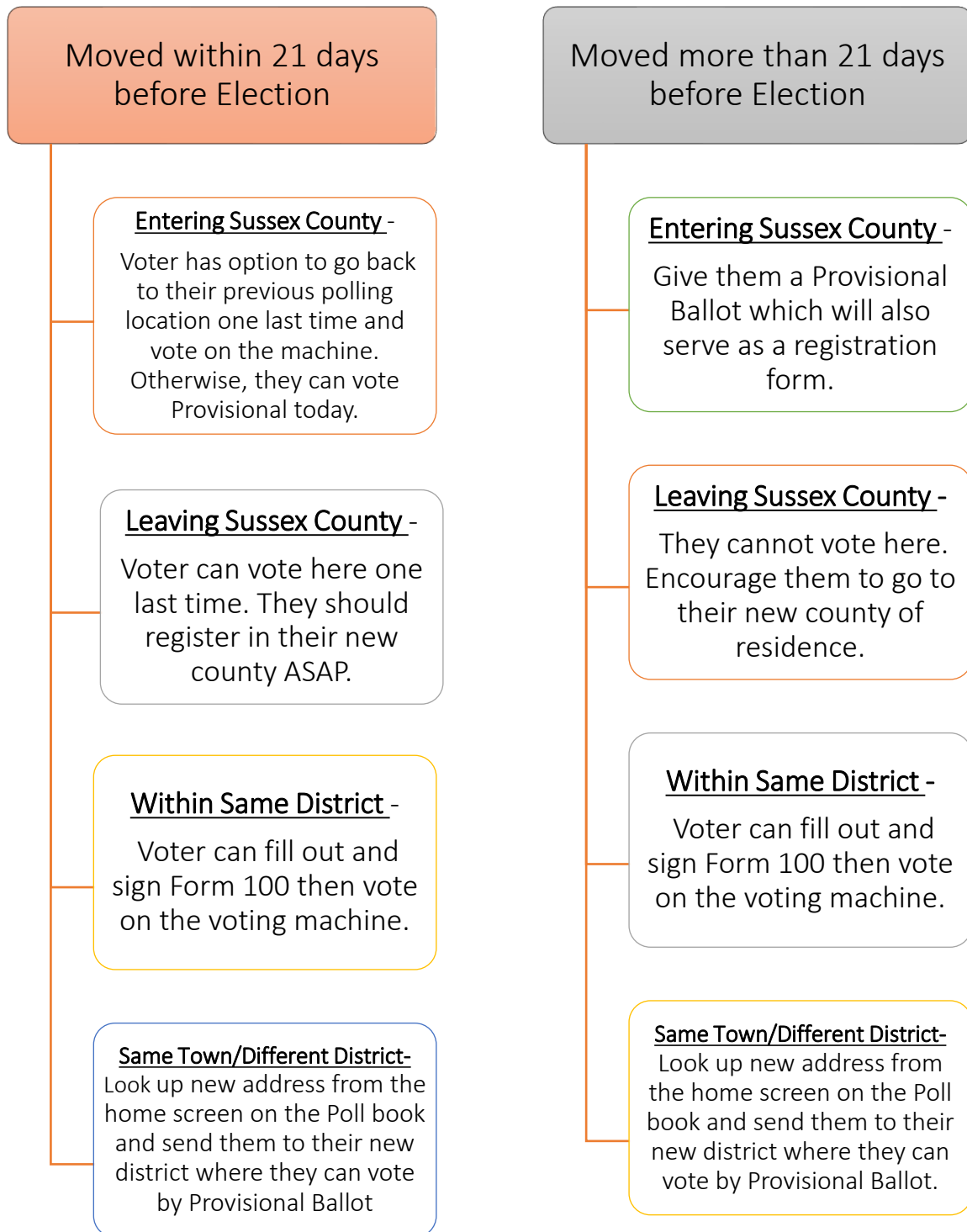
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**Table 2.4 – When to Ask for I.D.**

- ❖ The Help America Vote Act of 2002 requires confirmation of ID for newly registered voters. Poll Workers must confirm the ID of voters who have not confirmed their ID with the Board of Elections. If they do not provide a valid form of ID, you must issue a Provisional Ballot.
- ❖ These voters will have 48 hours from the close of polls to provide proper ID to the Board of Elections or their ballot will not be counted.

Identifying Documents	<ul style="list-style-type: none"> <li>• Driver's License</li> <li>• Motor Vehicle ID Card</li> <li>• Vehicle Registration Card</li> <li>• Voter Registration Card</li> <li>• US Passport</li> <li>• Birth Certificate</li> </ul>
Current Photo ID	<ul style="list-style-type: none"> <li>• Driver's License</li> <li>• Student ID</li> <li>• Employment ID</li> <li>• Senior Citizen ID</li> <li>• Store Membership ID</li> <li>• Military ID</li> <li>• Public Assistance ID</li> <li>• Professional ID</li> <li>• Other Government ID</li> <li>• Retirement Center ID</li> <li>• Other Documents</li> </ul>
Other Documents	<ul style="list-style-type: none"> <li>• Utility Bill</li> <li>• Telephone Bill</li> <li>• Rent Receipt</li> <li>• Sample Ballot</li> <li>• Paycheck</li> <li>• Bank Statement</li> <li>• Any Government Document including government check, statement or piece of mail dated within 60 days before the election.</li> </ul>

Table 2.5 – When a Voter Has Moved





## Loading a Ballot

After the voter has checked in and has been issued an Activation Card, Direct the voter to the ExpressVote Voting Machine. Inform the Voter to

- Insert their Activation Card in the ExpressVote Machine.
- Press the *Help* icon in the top right to review instructions
- Request assistance if needed
- Keep their activation card in the Privacy sleeve

If the Printer isn't functioning, A Blank Activation Card May be used  
A Poll Worker MUST accompany the Voter to the ExpressVote and insert the Blank Activation Card

If the voter requests that you stay with them and guide them through the ballot, you may remain in the voting booth and show them how to navigate through the pages of the ballot and select and de-select their choices. Show them the write-in screen and show them how to type in a write-in candidate. Also show them how to navigate through the ballot using the "Next Page" button. Explain the Review screen and the two-step process to print their ballot. When your assistance is no longer required, bring them to the "Review" screen and leave the voting booth. ***Under no circumstances should you ever push the PRINT CARD button for the voter!***

Once the Voter finalizes their selections and presses Print Card, the Express Vote Will return a marked Activation Card. Remind the voter to use a ballot privacy sleeve to keep their vote private. Then, direct the Voter to the appropriate DS200 Tabulator to cast their ballot. If the voter leaves the machine without an activation card in hand, call the voter back to print their activation card. If you can't bring the voter back, follow the instructions in this Section under "EJECTING AND SPOILING BALLOTS".



If a voter requires an audio ballot, follow the instructions on Page 20.

## How to Vote Guidelines for the Voter

There should be detailed instructions on how to vote posted in each voting booth. If the voter needs verbal instructions, you may use the script below as a guideline to assist them:

*“Using their finger, press firmly on the candidate’s name you wish to vote for. A check mark will appear in the box and the name will be highlighted. To page through the ballot, press NEXT PAGE in the lower right-hand corner of the screen. You may also go back to the previous page by pressing PREVIOUS PAGE in the lower left-hand corner of the screen. The last page of the ballot will be a final review page where you can make any final changes. After reviewing your selections, you must press Print Card. You may not print your card until you have reviewed all pages of the ballot and the review page. Once completed, the machine will return your activation card with your selections that you will then insert into a Privacy Sleeve. You will finally take your sleeved activation card and insert just the ballot into the DS200 Tabulator. You may then give the sleeve to an available poll worker or place it beside the DS200 Tabulator”*

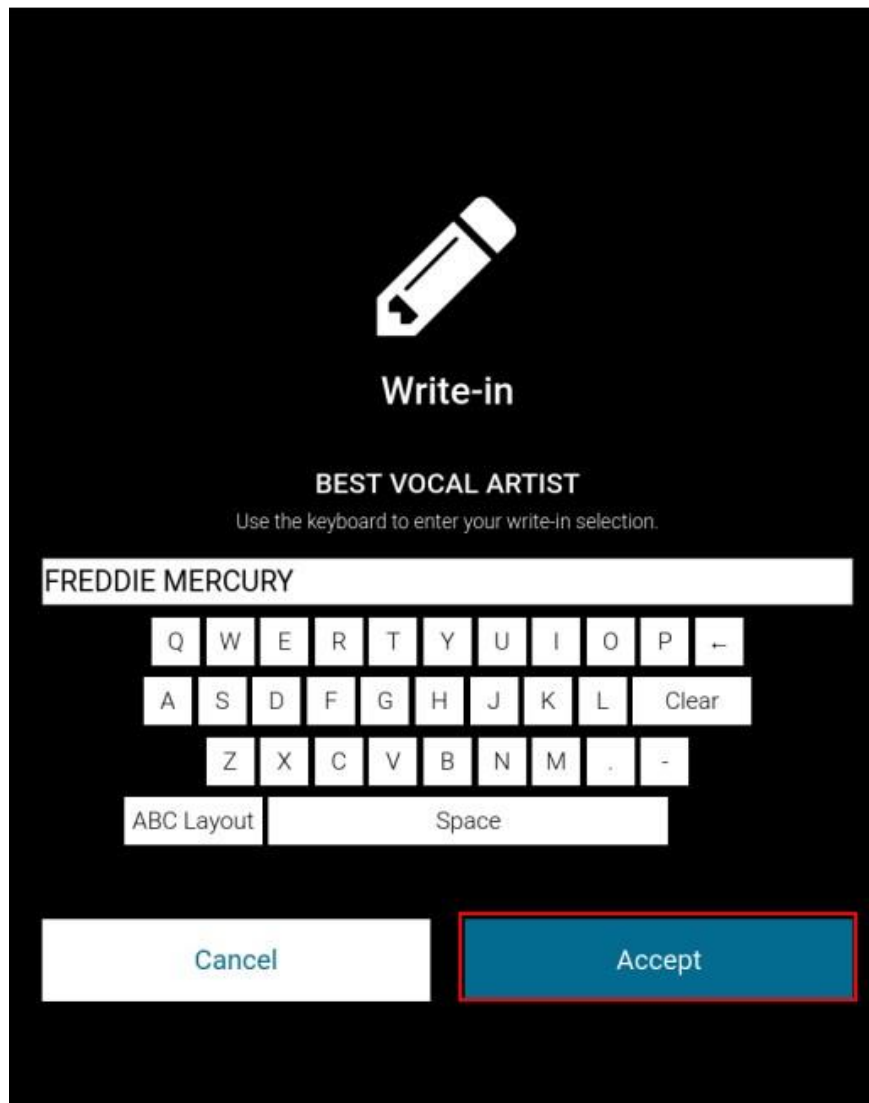
If a voter complains that the touchscreen is not registering their selection properly, inform them that nothing should be touching the screen except one finger while they are using the voting machine.

***The voting machine MAY NOT be taken out of the polling room***

## Write-In Selections

A voter can write in their candidate's name for any contest on the ballot. Under each contest, below the candidates' names, will be a selection for "WRITE-IN". If this line is selected, you will be taken to a screen that resembles a typewriter with a blank box on top.

- Using one finger, touch the appropriate letters on the keyboard to spell out the name the voter would like to write in. Use the space button to separate the first and last name and the backspace button to correct any errors.
- Once complete, the voter should press "ACCEPT" to register the write-in for that contest. The regular ballot screen will return and the name that was spelled out will be shown.
- The voter should review their write-in to make sure it was spelled correctly. If so, they should continue with their ballot. If they would like to cancel or change their write-in, they can just touch the name again and they will return to the write-in page.
- A write-in can also be cancelled at the contest page by choosing a candidate on the list which will override the write-in selection.



The screenshot shows a black interface for a write-in selection. At the top is a white pencil icon. Below it, the text "Write-in" is centered. The contest name "BEST VOCAL ARTIST" is displayed, followed by the instruction "Use the keyboard to enter your write-in selection." A white text input field contains "FREDDIE MERCURY". Below the input field is a virtual keyboard with three rows of white buttons on a black background. The first row contains Q, W, E, R, T, Y, U, I, O, P, and a backspace key. The second row contains A, S, D, F, G, H, J, K, L, and a "Clear" button. The third row contains Z, X, C, V, B, N, M, a period/underscore key, and a hyphen/underscore key. Below the keyboard are two buttons: "ABC Layout" and "Space". At the bottom of the screen are two large buttons: "Cancel" (white with black text) and "Accept" (blue with white text, highlighted with a red border).

## Ejecting and Spoiling an Activation Card

In the following instances you may need to manually eject the Activation Card:

- The machine display became unresponsive, not allowing the voter to vote
- The voter loaded the ballot and decided they no longer want to vote
- An unaffiliated voter selected a party ballot but opted for the other party after reviewing the ballot

In order to eject a ballot, follow these instructions:

1. Press the **Quit** Button in the top right corner of the display
2. In the confirmation screen, touch **Quit Voting**
  - a. Touch **Return** if this screen was accessed by accident or if voter changes their mind
3. On the *Vote Session Canceled* screen, press the Red Minus (-) icon
4. Press **Continue** to proceed
5. To verify, enter the Election Code found on the Pink Sheet and touch **Accept**
6. Check the appropriate reason for ejecting the ballot, then touch **Continue**
7. The Activation card will now eject.

**If a voter leaves the booth without printing their Activation Card** – Attempt to get the voter back to the machine to complete their voting session. If you cannot get the voter to return, follow the steps above, otherwise the ExpressVote will begin beeping after 5 minutes of inactivity and display a Vote Session Timed Out message. Touch **End Voting**, then follow steps 5-7 above.

➤ **RECORD ALL SPOILS ON THE PINK SHEET!**

**If a voter opts to no longer vote** – once the card is ejected, write SPOILED on it, fold it in half and place in the Spoiled Ballots Envelope found in the Blue Supply Bag.

➤ **RECORD ALL SPOILS ON THE PINK SHEET!**

**If an Unaffiliated Voter chose the wrong ballot during a primary** – once the card is ejected, write SPOILED on it, fold it in half and place in the Spoiled Ballots Envelope. Then direct the voter back to the Pollbook table to be assigned a new Activation card for the correct Party ballot.

➤ **RECORD ALL SPOILS ON THE PINK SHEET!**

**If the voter initiated ejecting their ballot in error** – once the card is ejected, place the card back into the Expressvote to begin the Voting Session over. If there was an issue with Expressvote, use alternate machine.

**Always record your actions on the Pink Sheet!**

## Provisional Ballots

A Provisional Ballot is given to a voter when their right to vote is in question. Their Provisional Ballot will count if it is determined by the Board of Elections that they are entitled to vote. For example:

- Voter's name is not in the Poll Book and their address is in your district.
- Voter's name is in the Poll Book but their signature is missing.
- A Mail-in Voter who insists they did not receive or return their Mail-in ballot.

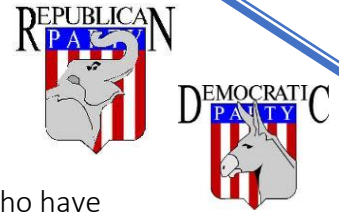
### Procedure for Issuing a Provisional Ballot

1. If the voter meets the above circumstances, call the Board of Elections for final verification that a Provisional Ballot is needed.
2. From the Voter information page, select *Issue Provisional Ballot* and select appropriate reason and have the voter sign the Pollbook
3. Place blank activation card in ExpressPoll printer and wait for card to be printed.
4. Direct Voter to the ExpressVote and inform them to return to the roster table for additional paperwork once their card is printed with their selections
5. Break the black seal on the Orange Provisional Ballot Bag (place black seal in Orange Bag).
6. Remove envelopes and "Letter to Provisional Voters".
7. Bring the voter to the tri-fold privacy screen.
8. Hand them an envelope, a "Letter to Provisional Voter", a pen, and a glue stick.
9. Instruct them to fill out the Affirmation Statement that is attached to the envelope, then fold and place the activation card inside the envelope when finished.
10. REMIND THEM NOT TO TEAR THE AFFIRMATION STATEMENT OFF THE ENVELOPE – IT MUST REMAIN INTACT OR THEIR BALLOT MAY BE REJECTED!
11. When the voter has finished, verify that the Affirmation Statement is signed, filled out completely, attached to the envelope, and the envelope is sealed. Ask the voter to correct any deficiencies before they leave.
12. Put their ballot/envelope inside the Orange Provisional Bag. This bag now contains live ballots and must be kept under constant supervision near the Roster Table.

If a voter tears the Affirmation Statement off the envelope, ask them to tape it back onto the envelope. Record this on Incident Report. If this is not properly done, their ballot will not count even if they are eligible to vote!

### At the end of the evening

1. Once the polls have closed, complete the Provisional Ballot Log form that is located inside the Orange Bag.
2. Place the completed Ballot Log, all voted provisional ballots & their envelopes inside the Orange Bag.
3. Seal the bag with GREEN plastic seal that is located inside the Orange Bag.
4. Put the Orange Bag into the Blue Bag and follow normal equipment return procedures.



## Primary Elections

A Primary Election is an election where political parties select candidates to run in the General Election in November. Currently, the only political parties who hold primaries are the Democratic and Republican parties. Only voters who have declared an affiliation with these parties are permitted to vote in a Primary Election. A voter's party affiliation is indicated in the Pollbook after selecting the voter.

Poll Workers must be careful to provide the voter with the voting authority slip that corresponds to the voter's declared political party. The Blue voting authority slips are for the Republican ballot and the White voting authority slips are for the Democratic ballot.

## Processing a Voter During a Primary Election

Follow the previous steps to Process a Voter and add the following step for a Primary Election:

- Observe the party designation in the box next to the voter's name in the Poll Book
  - If they are a "REP" they must vote Republican (BLUE authority slips)
  - If they are a "DEM", they must vote Democratic (WHITE authority slips)
  - If they are "UNA", they may declare one of the above parties. Issue the appropriate Voting Authority Slip and select the correct ballot after verifying the signature
  - If they are any other party, their name will not appear in the Pollbook, THEY CANNOT VOTE IN THE PRIMARY
- **The voter wants to vote a different party** – If a voter has a party already, they cannot change at the polls. If the voter claims the Pollbook is incorrect, call the Board of Elections at 973-579-0950.
- **The Poll Worker issued the wrong Authority Slip** – Double check the Poll Book to confirm the correct party. Void the incorrect slip and issue the correct one. Allow the voter to vote on the next available machine and make a note on the Pink Sheet.
- **An Unaffiliated voter chose one party and then changed their mind** – If the voter has already cast the ballot, nothing can be done. Each voter is only allowed to vote one time. However, if they haven't cast the ballot, you may eject and spoil the ballot. Then direct the voter to return to the roster table. The Poll Worker at the roster table should confirm that they were indeed an Unaffiliated voter, then re-issue a ballot and change their party selection in the Pollbook. Then, void the first authority slip and issue a new one for the chosen party. Make a note on the Pink Sheet. Then place spoiled ballot in Spoiled Ballot Envelope

## Issuing an ADA Audio Ballot

- If the voter is visually handicapped the Poll Worker should advise them of their choices in casting a ballot.
  - ✓ They may have their companion accompany them to the voting booth and assist them in voting a regular ballot. (They must fill out the Pink Disability Certificate)
  - ✓ They may have one or two Poll Worker accompany them to the voting booth and assist them in voting a regular ballot. (They must fill out the Pink Disability Certificate)
  - ✓ They may vote independently using an ADA Audio ballot.
- You may use any ExpressVote. All machines are programmed with ADA Audio Ballots.
- Escort the voter to the voting booth and read the directions on Page 21.
- Pull Audio-Tactile Keypad off left side on ExpressVote and hand to customer
- Plug the headphones, found in the blue bag, into the correct jack below the Display.
- Hand the headphones and Keypad to the voter and remind them that if they need assistance at any time to ask for it.
- Tell the voter that you are loading the ballot and insert the Activation Card into the machine
- Confirm with the Voter that the audio is functioning, and then inform them you are leaving the Poll booth area
- Expect the voter to spend about 15-20 minutes voting on that machine. An audio ballot takes much longer to vote than a visual ballot.
- Once the voter has completed voting, unplug the headphones and return them to the Blue Bag.

If the voter decides the audio ballot is too difficult to use, they can remove the headphones and use their finger in place of the keypad. Two Poll Workers from different parties may assist the voter with the visual ballot. Assisting Poll Workers must fill out a Disability Certificate (Pink Form).

## Directions for the ADA Audio Ballot Voter

### A Poll Worker must read these instructions aloud prior to issuing Audio Ballot

*Thank you for exercising your right to vote by choosing an audio ballot. Please take your time and vote with confidence, knowing that you are able to vote with complete privacy. If at any time you would like to review the directions, please press the home button.*

*There are eleven buttons that you will need to vote the audio ballot. If you can read Braille, their labels are near or on each button. Feel free to touch the tactile-keypad now and let me know if you can locate these buttons.*

*The button that is in the lower left corner shaped like a house is the home key. This button is used to open the Instructions Screen. The button directly above that one is a left facing triangle. It is used to navigate to the previous screen. To the right of these buttons are an Up-facing triangle used to scroll up, under which is a square used to select your choice, and below that is a down-facing triangle which is used to scroll down. To the right of these buttons is a right-facing triangle used to advance to the next screen and below that is a hexagon used to pause and resume audio. From top to bottom on the right side are a diamond used to adjust brightness of display, followed by a circle to repeat the last audio, followed by an oval button used to adjust audio speed, and finally in the lower right-hand corner is a rectangle button used to adjust volume of audio.*

*You may go back and make changes at any time or even write in the name of someone if you choose. Write-ins are offered on every contest except the yes or no questions. Write-ins are entered by selecting each letter of the name you wish to write in.*

*Once you have finished making selections and have been read each contest on the ballot at least once, the ExpressVote will give you a chance to review your selections. If you are ready to cast your ballot, use the up and down triangles to navigate to the VOTE and press the Square select button.*

*Remember, if at any time you would like to review the directions, please press the Home Button.*

*If you have any questions or problems, please raise your hand and a Poll Worker will come to assist you.*

*Thank you for voting!*



## Voters with Disabilities

About 20% of New Jersey residents are living with some type of disability. As a Poll Worker, you need to know how to assist these voters as they navigate through your polling place on Election Day. You will be helping voters with vision impairments, speech or language impairments, mobility concerns, physical or mental handicaps or certain health conditions. It is important to understand the type of assistance the law guarantees these voters so you may act accordingly when a disabled voter comes to your polling place to vote.



### *New Jersey Law states:*

*A person cannot be denied the right to vote based on the fact he or she:*

- *Has a specific disability (intellectual, developmental, physical or psychiatric)*
- *Has a legal guardian*
- *Lives in an institution, group home, supported apartment, or other residential facility serving individuals with disabilities*
- *Requires the help of an assistance dog*

Only a judge can decide if a person lacks the mental capacity to vote. This determination cannot be made by a Poll Worker, a person's family member, personal assistance worker, or other staff. A voter with a disability cannot be required to answer questions or fill out a form to "prove" his or her mental capacity.

## Providing Accommodations or Assistance with Voting

Under federal and state law, voters with disabilities have the right to receive "reasonable accommodations" at polling places. Poll Workers must know where the accessible entrances are, how to adjust and use the handicap features of the ExpressVote, understand any additional accommodations that are available, and Poll Workers must be helpful to all voters who need assistance.



If a voter cannot speak or read English and there are no bilingual Poll Workers, the voter can bring anyone they choose into the voting booth. If no one is available to help, contact the Board of Elections who will make arrangements to assist that voter.

***The voting machine MAY NOT be taken out of the polling room***

## Assisting Visually Impaired Voters with the Voting Machine

- If a voter asks for assistance, clarify exactly what they would like help with and give the voter your full attention. Additionally, do not make decisions for people with disabilities about what they can or cannot do.
- A visually impaired voter may choose to vote on the ExpressVote using the audio ballot. Headphones are required for this type of ballot and are located inside your district's blue equipment bag. A disabled voter can also use their own headphones. Every ExpressVote is programmed with audio ballots.
- The person(s) assisting the voter cannot reveal the name of any person for whom the voter voted, or anything that took place while the voter was being assisted.

## If the Voter is Visually Impaired

- They can vote either on the ExpressVote with or without assistance using a regular ballot.
- If they vote a regular ballot with assistance, whoever assists them must fill out the Disability Certificate.
- If they vote an audio ballot without assistance, the Poll Worker who escorts this voter to the ExpressVote will get the headphones from the blue supply bag and plug them into the audio plug located below the display on the Express Poll.
- The poll worker should temporarily remove the privacy screen to remove the Audio-Tactile keypad from the left side of the ExpressVote and hand it to the voter before replacing the Privacy screen
- Voting an audio ballot takes much longer than a regular ballot – it could take the voter close to 20 minutes to complete their ballot.

## Interacting with Voters with Disabilities

Above all else, voters with disabilities should be treated with the same respect and courtesy as other voters at the polling place. If you assist the voter, remember you cannot disclose how he or she voted to anyone!

## Disability Certificate

Federal and state law entitles voters who are blind, disabled, or cannot hear to be provided with assistance in voting. When a voter requests assistance or indicates he or she is unable to read or write English, they may choose any person to assist them in the voting booth. It could be the person who accompanied them to the polling place or they could ask a Poll Worker(s) for assistance. **Note: Two Poll Workers from different parties should provide this assistance unless the voter chooses to only have one Poll Worker assist.** Either way, a Disability Certificate (pink) must be filled out and placed in the Clear Supply Envelope.

## Table 4.1 – Interacting with the Disabled



Kindly speak to the voter directly, not to a companion, personal assistant or staff member.



Do not assume someone with a disability needs your help. You should ask before helping.



Ask the person before pushing their wheelchair.



A person's wheelchair, scooter, or other assistive device is considered an extension of their personal space. Do not lean on or touch these devices without their express permission.



If you are assisting someone who has a visual impairment by reading something aloud to them, you do not need to raise your voice.



Speak slowly and directly to a person who is hard of hearing.



Animals assisting people with disabilities must be allowed to accompany the person into the building and the voting booth. You should not pet or touch these animals.



When greeting someone who has a visual impairment, let them know who and where you are. If you provide assistance to them in walking, allow the person to take your arm (do not grab the person's arm) and tell them when you are approaching stairs, when you are about to turn left or right, and warn them if there are any obstacles in the way.



Remember to afford voters with disabilities the same privacy as other voters.



If you believe someone is having trouble understanding you, speak slowly and clearly. Try to simplify what you are saying.

Table 4.2 - Evaluating Your Polls for Accessibility

Parking	<ul style="list-style-type: none"> <li>•At least one van-accessible handicapped parking spot that is marked with the wheelchair symbol. If you need a temporary parking sign outside, please notify the Municipal Clerk.</li> <li>•Poll Workers who have a handicapped parking permit are asked to park in regular parking spots and allow the handicapped spots to be saved for the disabled voters.</li> </ul>
Outside	<ul style="list-style-type: none"> <li>•No stairs unless there is an alternate entrance with a ramp that is clearly marked. If you need alternate entrance signs, please notify the Municipal Clerk.</li> <li>•Walkways need to be firm, level or with a very small grade, and curbs have to have a marked cutout.</li> </ul>
Doors	<ul style="list-style-type: none"> <li>•Accessible doors must have handles that are U or L shaped, not knobs. Doors that are heavy or difficult to open should be secured open with an unobtrusive door jam. If you cannot leave the door open, please post a sign that notifies voters that someone is available to assist. If you need temporary assistance signs for your doors, please notify the Municipal Clerk.</li> </ul>
Inner Doors	<ul style="list-style-type: none"> <li>•Lips of thresholds should be easy to walk or wheel a chair over. Make sure that carpets are firmly secured to the floor and that obstructions are moved out of the way. If special steps have to be taken to make the entrance accessible, make directions for gaining access clear to the voters.</li> </ul>
Halls & Lobbies	<ul style="list-style-type: none"> <li>•Floor should be level and free of protruding objects. If there is an extension cord for any of the Equipment, it should be as far away from where the voters walk as possible. Cords on the ground must be taped securely to the floor to avoid tripping voters.</li> </ul>
Pollbooth	<ul style="list-style-type: none"> <li>•Every Poll booth should have at least one ExpressVote stationed at the lower 32-inch interval. The area under the ExpressVotes should be left unobstructed. This should allow for the placement of a chair if the voter is unable to stand while voting.</li> </ul>

## Emergency Ballots

If all your voting machines are inoperable, ***DO NOT PANIC!*** Call the Help Desk immediately at 973-579-0953. We will troubleshoot over the phone, contact your Runner for on-site help, and, if necessary, deliver another Pollbook, ExpressVote, and/or DS200 to you. If you have voters waiting to vote, it may be necessary to issue Emergency Ballots until the new voting machine arrives. ***You must get permission from the BOE before you open the Emergency Ballot Box !***

We will stay on the phone with you as you open the Emergency Ballot Box and process your voters. ***Again, you may not open this box without permission from the BOE.***

### To process an Emergency Ballot:

1. Call the Board of Elections.
2. Remove the white sticker so the box can be opened.
3. Open the Emergency Ballot Box and remove the contents.
4. Seal the box closed with the WHITE seal. (Inside the manila envelope) Do not cover the ballot slot.
5. Store the Emergency Ballot Box on or behind your Poll Book table, where everyone, voters and Poll Workers, can see it at all times, but safe from tampering.
6. Have the voter(s) sign the Poll Book.
7. Write an "E" next to each name in the book that was issued an Emergency ballot.
8. Bring the first voter to a three-fold privacy screen.
9. Give the voter a pen, their ballot and a blank envelope. Explain that they must fill in the oval next to their candidates name and, when finished, they should seal their ballot inside the blank envelope.
10. When the voter has completed voting and has sealed their ballot, they should insert the ballot into the slit in the end of the resealed Emergency ballot box.
11. There are a limited number of emergency ballots in the box. If you are close to running out and the technician has been unable to make your voting machines operable, you must call the Board of Elections for additional ballots. Keep the Help Line advised of the situation at all times.
12. After the polls have closed, call the Board of Elections for closing instructions.
13. You will be asked to remove the white seal and count the number of sealed envelopes and complete the Emergency Ballot Control Log.
14. Place all voted, unvoted and voided ballots plus the Emergency Ballot Control Log into the emergency ballot box with empty envelopes.

## Complaint Forms

- Complaint Forms should be distributed to any voter who requests one.
- If you are unable to satisfy the complaint, suggest that the voter complete a complaint form to express displeasure with the polling place, treatment at the polls, issues with the voting machines, etc.
- By law, all complaint forms received by the Board of Elections will be investigated and answered. If complainant gives a name and address, they will receive a written response.
- NOTE: If a voter is complaining about you or any worker at the polls, you need to complete an Incident Report and let us know what happened.

## Press in the Polls

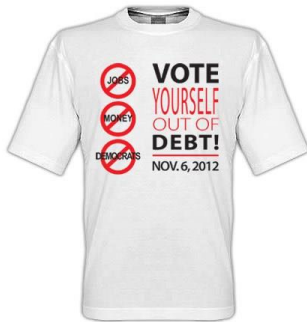
News reporters and photographers are not allowed in the polls unless they have received authorization from the Board of Elections. If a reporter arrives in your polling place, politely ask them for their credentials and ask them to please wait while you call the Board of Elections for verification. A staff member from the Board of Elections will give you further instructions.

Photography is allowed in the polls if it has been pre-authorized by the Administrator or Commissioners of the Board of Elections. If someone tries to take pictures or is questioning voters inside or around the polls and they refuse to identify themselves, call the Board of Elections immediately. Under no circumstances can any photographs be taken of the Poll Books or the voting equipment. Photographers must obtain permission from Poll Workers and voters to take their picture.

## Electioneering

Electioneering is any written or verbal communication that could be interpreted as trying to sway a voter's opinion. This applies to the candidates and/or issues appearing on the current ballot.

Electioneering includes but is not limited to t-shirts, bumper stickers, buttons, signs, newspapers and flyers. If a voter has a bumper sticker on their car, they are allowed to park at the polling place for **a maximum of 20 minutes**. Poll Workers cannot have bumper stickers or any political messages on their vehicles since they will be parked at the polls for more than 20 minutes.



Even innocent remarks and comments could be considered electioneering and is NOT allowed in the polls on Election Day. Poll Workers must avoid discussing anything political and should be aware of what is going on in the polls at all times.

\*\*\*\*\*

Electioneering is a serious offense and is against the law. If you encounter electioneering within 100 feet of the poll, politely ask the offender to stop. If they continue, contact the Board of Elections immediately



## Challengers

Challengers are appointed to observe the conduct of an election on behalf of a candidate, a political party, and the proponents or opponents of a question. Candidates on the ballot are automatically challengers.

Appointment papers must indicate the challenger's name, address and district where they are challenging. Challengers must present their credentials to the Poll Worker who will post them on the wall with their own certificates. The challenger keeps the official challenger badge issued by the Board of Elections and must wear it to show they are authorized to be in the polling place. If the challenger's credentials are for a different district, politely inform them that they are in the wrong polling place. If the challenger doesn't leave, or you have any questions, contact the Board of Elections.

### What Challengers can do in the Polls

- Observe the opening and closing of the Polls
- Challenge the right of a voter to cast a ballot

Challengers have the right and power to challenge the right of a person to cast a ballot, and the counting or rejecting of any ballot or any part of a ballot (NJSA 19:7-5). The primary duty of a Challenger is to observe the election, keep a record of who votes, and challenge any voter for whom they have a reasonable basis to believe is not qualified to vote.

**Challengers may not challenge a vote directly.  
Any challenges must be done through the Poll Workers.**

The challenger area is set-up by the Poll Workers in a location that does not interfere with voters, but is close enough to hear the Poll Worker call out the voter's name. Challengers may not sit at the same table as the Poll Workers or handle any voting materials including ballots, PEBs, books, forms and voting machines.

Challengers are not permitted to use cell phones while inside the poll. Voters should not go to the challenger to "check in". Challengers cannot impede the voter's progress through the voting process. Challengers may not electioneer or wear buttons, pins, t-shirts, etc. which show candidate or political party support.



### Challenging a Vote

A challenger can challenge a vote based on a belief that the voter is not qualified to vote due to:

- Voter is under 18 years of age
- Voter is not a citizen of the United States
- Voter does not reside within the election district.
- Voter has moved out of the county more than 21 days before Election Day.

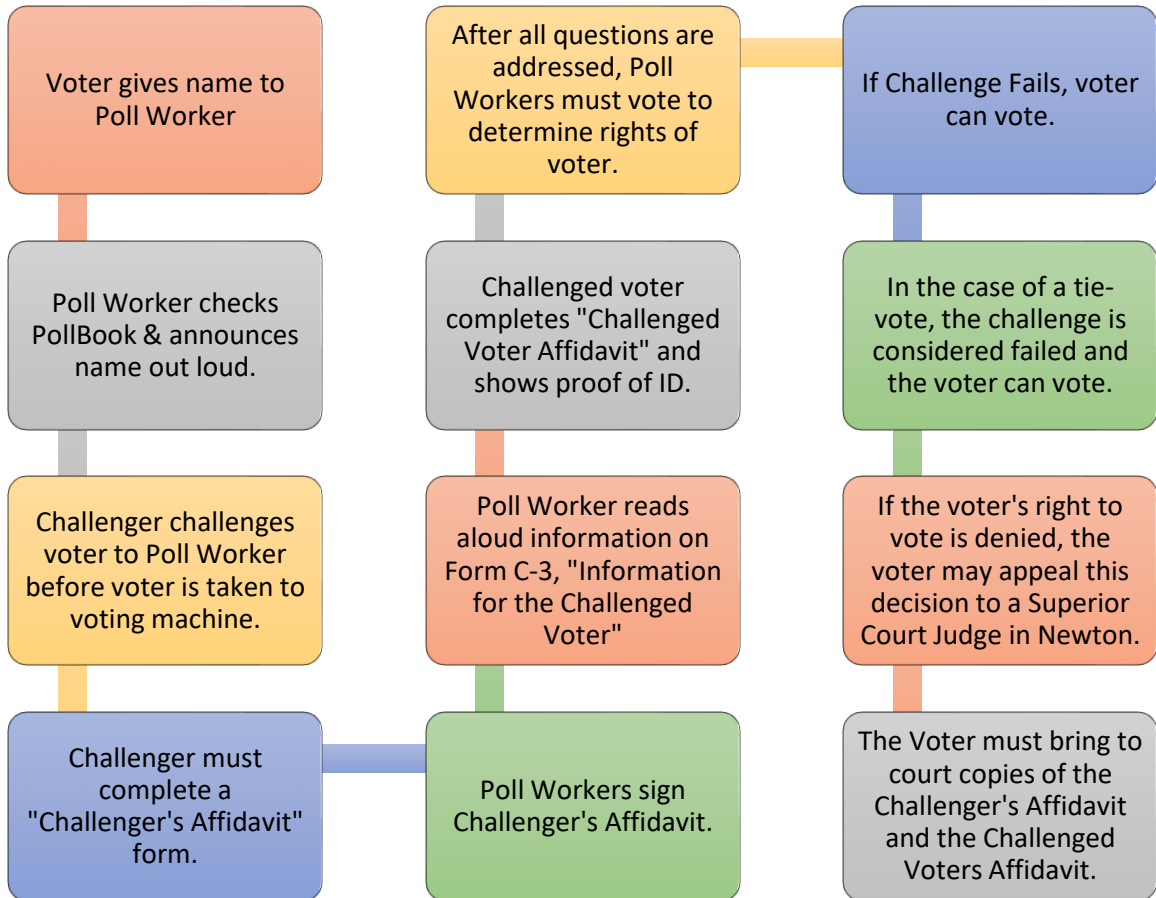
A challenge must be started after the voter gives their name to the Poll Worker and before the voter enters the voting booth. You must notify the Board of Elections if a challenge occurs.

If a challenge is made, the challenger must complete a “Challenger’s Affidavit”.

The Poll Workers must also sign this form.

The Poll Worker must then read aloud the information on the Form C-3, “Information for the Challenged Voter”.

Table 4.3 – Processing a Challenged Voter



## Announcing the Close of Polls

At 8:00 pm, a Poll Worker publicly announces the polls are officially closed. The same clock used to open the polls should be used to close the polls. The outside entrance to the polling place should be locked at this time and voters in line should come inside the doors.

## Voters Who Are In-Line to Vote at Closing Time

Any voters on line to vote at the close of polls must be allowed to vote. The Poll Workers cannot take any steps to close the books or the voting machines until all voters present have been processed. A Poll Worker should be positioned at the end of the line indicating which voters were in line at the time that the polls officially closed.

## Closing the Voting Machines

Procedures for closing the voting machines can be found in the Blue Bag. Follow these instructions and call the Help Desk if you need further assistance.

## Provisional Ballots

At the close of polls, an inventory of the Provisional Ballots must be completed. Refer to the previous instructions for completing the Provisional Ballot Control Log and for the procedures for handling issued ballots, spoiled ballots and unused ballots.

Poll Workers must sign the Provisional Ballot Control Log and this form plus all ballots (issued, spoiled and unused) must be sealed in the Orange Bag with the green seal and placed in the Blue Bag for secure transport to the Board of Elections.

## Emergency Ballots

At the close of polls, an inventory of any Emergency Ballots must be completed. Refer to the previous instructions for completing the Emergency Ballot Control Log and for procedures for handling issued ballots, spoiled ballots and unused ballots.

## Packing of Supplies and Equipment

*It is very important that all Poll Workers remain with the voting equipment until it is securely transported to your Runner or returned to the Board of Elections.*

Election supplies and equipment should be returned to their proper places. Refer to the Flip Book for detailed instructions on how to return all election supplies.

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