



# Inspector Manual

## **QUESTIONS ON**

## **CALL THIS NUMBER**

Poll Worker Staffing &  
Procedures:

377-2469

Machines, Poll Site Setup,  
& Supplies:

347-1070

# Inspector Manual Table of Contents

<b>Job Overview / Pollsite Assignment / Etiquette.....</b>	<b>3-5</b>
<b>Distribution of Supplies (<i>what goes to the Chair, what goes to VSSs</i>).....</b>	<b>6</b>

## **At the District Table**

<b>Red Election District Bag Inventory (<i>includes Red-zippered Pouch</i>).....</b>	<b>7</b>
<b>OPENING the District Table (<i>top of Ballot Transmittal Form &amp; Setting Up Table</i>)... </b>	<b>8</b>
<b>After the Polls Open: Greet the Voter / Ballot Disbursal Process.....</b>	<b>9</b>
<b>ESL Etiquette.....</b>	<b>10</b>
<b>Voided Ballots.....</b>	<b>11</b>
<b>ID Required.....</b>	<b>12</b>
<b>Name Change Voter / Moved Voter/Absentee Voter / Court Order.....</b>	<b>13</b>
<b>Assisting Voters.....</b>	<b>14</b>
<b>Take Me to Vote .....</b>	<b>15</b>
<b>Street Guide (<i>determining if voter is at correct Election District and / or Poll Site</i>).....</b>	<b>16</b>
<b>Affidavit Voter.....</b>	<b>17-19</b>
<b>Number of Voters Survey.....</b>	<b>20</b>
<b>Abandoned Ballots / Voter Error.....</b>	<b>21</b>
<b>Poll Watchers.....</b>	<b>22</b>
<b>Election Day Log (<i>Name Change, Affidavit, Assisted, Court Order</i>).....</b>	<b>23-27</b>
<b>Closing the District Table (<i>bottom of Ballot Transmittal Form &amp; Packing Up</i>)....</b>	<b>28-30</b>
<b>Bag Return Procedure.....</b>	<b>31</b>

## **At the Machines: DS-200 & Ballot Marking Device (BMD)**

<b>Voting Systems Specialist Supplies (<i>security binder</i>) .....</b>	<b>32</b>
<b>OPENING the DS-200 Machine – <i>using your Opening Instructions</i>.....</b>	<b>32-33</b>
<b>Voter Privacy.....</b>	<b>34</b>
<b>Voting on the DS-200 (<i>Over Vote, Blank Ballot, Write In, Double Vote</i>).....</b>	<b>35-38</b>
<b>DS-200 Machine Errors / Paper Jam.....</b>	<b>39-40</b>
<b>Emergency Ballot .....</b>	<b>41</b>
<b>Machine Swap-Out.....</b>	<b>42</b>
<b>Emergency Relocation .....</b>	<b>43</b>
<b>Closing the DS-200 – <i>using your Closing Instructions</i>.....</b>	<b>44-46</b>
<b>BMD Opening /Setup / Accessories.....</b>	<b>47-52</b>
<b>Disability Etiquette .....</b>	<b>53</b>
<b>Procedure for a BMD Voter / Voting on the BMD.....</b>	<b>54-58</b>
<b>Possible BMD Machine Errors .....</b>	<b>59</b>
<b>BMD Closing Procedures .....</b>	<b>59</b>
<b>Bag Return Procedure (See District Table Instructions).....</b>	<b>29</b>
<b>GLOSSARY OF TERMS.....</b>	<b>60</b>

# Job Descriptions

- Election Inspectors

Each Election District is assigned four Election Inspectors: 2 Democrats and 2 Republicans. During the day, Inspectors should:

- Check in voters
- Provide voters with a ballot and a privacy sleeve
- Assist BMD voters
- Fill out necessary paperwork
- Complete the ballot transmittal form
- Check privacy booths and privacy sleeves (*if empty*)

- Information Clerks

- Greet each voter
- Look up the voter's current address in the street guide
- Direct the voter to the correct district table or proper poll site.

- Poll Site Chairpeople

Chairs ensure everything runs smoothly at their district table for the entire day. Chairs communicate with BOE staff and oversee:

- Procedures at their table
- Scheduling of meal breaks/voting times of their inspectors
- The smooth flow of traffic at the privacy booths
- The opening and closing of the DS-200 and BMD when needed.

They also return their Red District bag and the Blue Ballot Box to the Board of Elections on Election Night.

- Voting Systems Specialists (VSSs)

Specialists are trained in the use of the voting machines.

During the day, Specialists:

- Open and close DS-200 Voting Machine and Ballot Marking Device (BMD)
- Assist voters (*as a bipartisan team*)
- Ensure a smooth flow at the machines
- Check privacy booths and privacy sleeves (*if empty*)
- Assist at district table(s) when needed.

# Poll Site Assignment

The 2015 election dates are:

Primary Election is Thursday, September 10 from Noon – 9 pm

General Election is Tuesday, November 3 from 6 am – 9 pm

Please be prepared for work on Election Day.

- Not all sites are warm, **dress accordingly.**
- If you haven't worked at the assigned site before or are unfamiliar with the building location, **please visit the site BEFORE election day.**

You will be notified of your assignment approximately one month prior to each election.

- Upon receipt of your letter, you are **REQUIRED** to ***call to confirm*** your availability.
- **Bring this letter with you** to your assigned poll site on Election Day – *especially if you are at a multi-district site* – **so you know which district table to report to** once you arrive.
- If you are **not assigned** right away, you **may be asked** to cover for any **vacancies or absentees** – this position is called an **“Alternate”**. In this case, you will be **asked to come** down to the BOE offices **on the morning of the election. We will dispatch you** to one of the various locations where a **vacancy occurs.**

A special ballot application will accompany your assignment letter.

- If you are assigned to a site other than where you vote and you wish to vote in advance of election day, we ask that you complete and **submit the special ballot application.** This will free up your break time on election day for your own personal use.

# Election Etiquette

## TASKS

- Meal breaks are to be for **one half hour** period.
- Arrive on time to your assigned polling place:  $\frac{3}{4}$  hour prior.
- Be considerate to your fellow inspectors – exhibit professionalism at all times (*no arguing*).
- Follow the guidance of your Chairperson.
- Call the Board of Elections [377-2469] with any questions.

## MEALS

- Meal breaks are to be for **one half hour** period.
- Bring food, drink and medications for the *entire* day.
- The exact time of **meal breaks** should be decided among the inspectors and approved by the Chairperson.
- NO meal breaks are to be taken **between 5 and 7 pm**.
- Inspectors should **return ON TIME** from meal breaks.
- *Chairpeople will cover the meal breaks of Voting Systems Specialists.*

## DOS and DON'TS

- Do **NOT** bring children, pets, TVs, laptops, tablets or radios to the poll site.
- Dress semi-professionally/business casual – **no hats** are allowed.
- Do **NOT** bring any newspapers or periodicals that contain **political** articles.
- You **can** bring your **cell phones**; however, please make your conversations *short* or make calls *on your breaks*. (Handle phone use as if your were at a job setting) **Chairpeople** should make sure that their phone is **ON** in case we need to contact them at the poll site.
- Please **park** your cars in the spaces *furthest* from the voting entrance to allow convenient parking for voters. As closing time nears, move your cars closer.

# Distribution of Supplies

## PRIOR to Election Day:

- **Supplies** are transported to poll sites via the machine cart, which is sealed with a canvas cover.  
Red Election District bags are located directly under the BMD machine.
- **Voting Systems Specialists** pick up the **Security Binder** containing the machine keys.



## On Election Day:

### Voting Systems Specialists:

- **Remove** the proper **Opening Instructions** and the **Security Report** from the Security Binder, verifying the number on the machine matches the number on the certificate.
- **Record** the seal numbers on the security report and remove the canvas cover.
- If multiple carts exist, **remove all cart covers** promptly to **provide District Chairs with their district bags**. Once bags are distributed, Specialists can proceed with opening the machines.
- **Plug** in the machine cart.
- **Repeat** these steps for each voting machine you have.

### Chairpeople:

- **Retrieve** the red District Bag for their assigned Election District from the VSSs at the machine cart.
- **Bring** red District Bag to the district table so election preparation can proceed.
- **\*\* BEFORE opening your bag, you need a bipartisan team – if necessary ‘borrow’ someone of the opposite party from another District table or your VSS team.**

# District Bag Inventory

## OPEN the DISTRICT BAG and complete an Inventory

### Contents of DISTRICT BAG (Large Red bag on wheels)

- Red Zippered Pouch (*site materials*)
- Blue District Ballot Bag (*50 count shrink-wrapped ballot packs enclosed*)
- District Poll Books
- Sample Ballot
- DS-200 Instructions Poster
- Privacy Sleeves (*Red/Manila*)
- Small Blue Office Supply Bag
- Table Number Stand (*Multi-District Sites only*)

### Located in SIDE POCKET:

- American Flag
- Ruler
- Brown Accordion Folder (*used in Closing procedures*)

### Contents of RED ZIPPERED POUCH – Site Materials

- Distance Markers /‘Election Polling Place’ sign /Voter’s Bill of Rights/ ‘Notice to Voters’ pad /extra Privacy Booth Posters
- ‘Take Me To Vote’ Envelope (*General Election only*)
- Street Guides
- ‘Voided / Abandoned’ White Envelopes
- ‘Affidavit Ballot’ White Envelopes
- Manila ‘Returned Affidavit Ballot’ Envelope (*with seal*)
- Absentee Envelope (Green Plastic) (*with seal*)

### The WHITE DISTRICT BINDER – Should Contain Important Papers

- Checklists
- Number of Voters Survey
- Ballot Transmittal Form
- Election Day Log
- Inspector Manual
- Payroll Sheet
- District Map/Street Range
- Inspector Survey
- Voided/Abandoned Ballots Envelope(*with seal*)
- Remove Voter Forms/ Oath & Challenge Report

**\*\* If an item is MISSING or you need more of an item – call the BOE [377-2469]**

# Opening Procedures (Ballot Set Up)

## Ballot Set Up:

- LOCATE the **Ballot Transmittal Form** and the **ballot bag** from your red district bag.
- CONFIRM the white seal number on the ballot bag on the **Ballot Transmittal Form**
- CONFIRM the **Town/ED#** printed on **Ballot Bag Label** MATCH the **Town/ED#** on the **Ballot Transmittal Form**.
- OPEN the **Bag of Ballots**.
- CONFIRM the **Town/ED#** on **Ballots** MATCHES number on **Ballot Transmittal**.
- COUNT and CONFIRM the **NUMBER of ballots** received MATCH the number listed on the coversheets as well as on the **Ballot Transmittal**.
- **(If numbers are different call the BOE)**
- Once complete, all inspectors should SIGN PART 1 of the **Ballot Transmittal form** confirming the information in Part 1 is accurate.

## Table Set Up :

- Place the first packet of ballots (Stub 1-50) in **Center** of table.
- Remove your **poll books** and place the alphabetical index stickers (*provided in your Blue office supply bag*) on the poll book pages.
- Place your **pollbooks (A-L and M-Z)** on either side of the ballot book.

## Poll Site Set Up :

- Post the **Distance Marker 100 feet** from the site entrance. **[No electioneering or campaigning is allowed within that 100-foot perimeter.]**
- Post the **'Election Polling Place'** sign on the entrance door of the poll site.
- Post the **Sample Ballot, the DS-200 Instructions and the Voter's Bill of Rights** on the inside wall near the room entrance.

Place the **American Flag, table number stand** and the **privacy sleeves** on the Election District table.



# After the Polls Open

## INSPECTORS SHOULD

- Greet the voter and ask if they need any specialized assistance to vote
- Ask the voter their name and the CURRENT address where they reside.
  - \* *During a primary election, also ask the voter their party enrollment. In a primary, a person can only vote in the party in which they are enrolled.*
- Loudly and distinctly repeat the voter's name and CURRENT address.
- Find the voter's name in the Poll Book. *In a primary, use the proper color book for the voter's political party.*
- Check the Poll Book to determine if the voter is ELIGIBLE to vote on DS-200:
  - Check CURRENT address – if voter does NOT live at address in poll book, they are more than likely NOT eligible to vote on the DS-200.
  - Check if voter needs to **show IDENTIFICATION.**
- Turn the Poll Book around so that it faces the voter and have them sign in the signature box.
- Look at the stub number of the *next* ballot in your ballot booklet.
- Write that stub number on the “stub line” in the Poll Book and place your initials to the far right.

***NOTE: Inspectors write the Stub Number in the POLLBOOK – NOTHING is WRITTEN on the BALLOT***

- Remove the ballot from its stub at the perforation and place it in a manila privacy sleeve. *[The privacy sleeve is to ensure no one can see the voter's selections.]*
- *If there is voting on both sides of the ballot, place ballot showing side 2 to ensure voter is aware of the double sided ballot.*

***During a Primary Election, make certain to hand the voter the proper colored ballot for their political party.***

# ESL Etiquette

Based on the most recent census of Schenectady County, there are **15 poll sites** in the city of Schenectady where **Spanish translators or bilingual inspectors** must be available.

## Some simple rules to remember:

- These voters speak a different language, they are not likely hard of hearing.
- Speaking louder is not helpful, but **speaking slowly and clearly** may be.
- **Use nonverbal cues** to assist communication, like pointing to objects you are referring to.
- The voter is already aware that they do not speak English, **please be polite** and do not draw attention to them.

If you are at a poll site where no translator is available, **PLEASE CALL THE BOE at 377-2469.**

The voter will be able to:

- Speak with a translator that will be available at the BOE throughout the day.

**OR**

- The voter will be transferred to Language Line Services where they can speak to a translator for assistance.

# Voided Ballot

The voter is allowed the option of completing a second ballot if they are not satisfied with the first marked ballot.

*[They can only do this if their ballot has NOT been 'CAST' on the DS-200]*

If the voter wishes to void their ballot, use the following procedure:

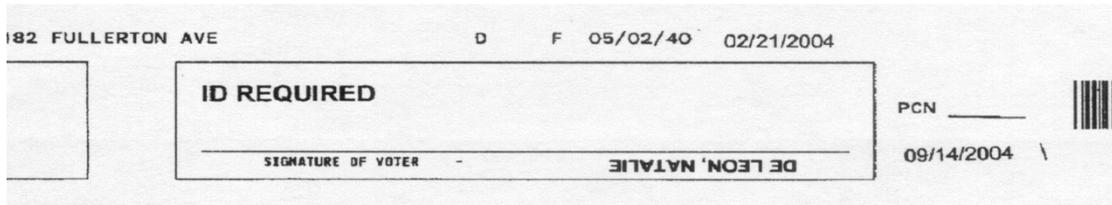
- The inspector working the table should **hand the voter a *small* 'Voided Ballot' envelope**.
- The **voter should privately place the ballot inside, seal the envelope and hand it back to the inspector**.
- The inspector should sign the envelope and make certain to fill out the party affiliation of the ballot style enclosed if it is Primary Day.
- The inspector will **place this small envelope in the *large* manila 'Voided Ballot' envelope located in the white district binder**.
- The inspector should **ask the voter's name** and look them up in the poll book again.
- The inspector **crosses out the *original* stub number, writes in the *second* issued stub number, and places the **new ballot** in a privacy sleeve to hand to the voter**.
- The **voter returns to the privacy booth** to mark their new ballot.

*In a Primary Election, the new ballot should match the proper political party (primary ballots are color coded). Inspectors should indicate the party of the enclosed ballot on the outside of the *small* 'Voided Ballot' envelope.*

# ID Required

Some voters are required to show ID. We have sent them a postcard indicating that they are required to bring proper ID when they vote. These are the ONLY voters that should be asked for ID.

You will know if an individual needs to present ID because the words “ID Required” will appear in the Signature Box of the pollbook:



## Examples of accepted identification include but are not limited to:

- |                             |                                  |
|-----------------------------|----------------------------------|
| <i>Passport</i>             | <i>pistol or firearm permit</i>  |
| <i>Driver's license</i>     | <i>pilot's license</i>           |
| <i>Non-driver's ID card</i> | <i>military identification</i>   |
| <i>Student ID card</i>      | <i>government identification</i> |

OR a current utility bill, bank statement, government check, paycheck or government document that shows the *name and address of the voter.*

Once the voter has provided the required identification, as an inspector, **Inspectors cross out the words “ID REQUIRED”** that appear in the signature box and **INITIAL** above the box.

***If a voter is required to show ID but DOES NOT have it with them, they CANNOT sign the poll book AND they CANNOT vote on the machine.***

**Inspectors Should** Provide the voter with a “Notice to Voter” statement explaining their options. The voter can choose to:

1. Go get their ID,
2. Vote using an Affidavit Ballot or
3. Get a Court Order, in order to vote on the DS-200.

If the voter still questions why you are asking for their ID, please instruct them to call the Board of Elections at 377-2469, so we can address their questions.

# Name Change, Moved within Election District , Absentee, Court Order

## Name Change

If a voter has **changed their name** , since they last voted or registered, they **can still vote on the DS-200** , without re-registering, ***if they have not moved***. Instruct the voter to:

1. sign their name as it appears in the poll book
2. just above the signature sign their NEW name.

Record the information by printing in **Section 1 of the Election Day Log** (found in white district binder).

***If the voter has moved***, refer to the affidavit procedure.

## Moved within the Election District

If a voter has **moved**, since they last voted or registered, they **can still vote on the DS-200** , without re-registering, ***if they have moved within*** the Election District that you are working in. Should this scenario present, please do the following:

1. Call the Board of Elections to confirm the Election District of the voter
2. If they still live in your election district, sign their name as it appears in the poll book
3. Then write the new address in the poll book next to the old address.

Record the information by printing in **Section 1 of the Election Day Log** (found in white district binder).

***THIS IS ONLY TO BE USED IF THE VOTER MOVED WITHIN THE ELECTION DISTRICT.***

## Absentee Voters

Sometimes, voters who requested an **Absentee Ballot** (prior to Election Day) **will choose to vote in person** at their polling site anyway. If the poll book shows "Voting Absentee" near the voter's name, have them sign their name in the poll book and then follow the regular procedure.

These voters **must** be allowed to use the DS-200. *(This includes BMD voters).*

***This does not mean that their vote is counted twice. The absentee ballots received at the BOE are sequestered and not canvassed until after the election. Those 'Absentee Voters' that vote on election day are pulled from that group and not canvassed as their vote has already been recorded on the DS-200.***

## Absentee Ballots HANDED IN AT THE POLLSITE on Election Day

Sometimes on Election Day, a voter will bring in a Absentee Ballot (*sealed in an envelope*) for a friend or family member.

Inspectors should accept the Absentee Ballot envelope and place it in the **Green Plastic Envelope** to be returned to the Board of Elections.

**YOU WILL NEED TO LOG the number your receive on the Ballot Transmittal at the close of polls.**

## Court Order

If a **voter's name** does **not** appear in the poll book and they **don't want to vote by affidavit** ballot, in order to use the DS-200 Machine they must get a **Court Order**.

- Provide the voter with a "**Notice to Voter**," which explains the election law.
- **Voters returning with a court order** are allowed to use the DS-200 machine.

Inspectors must **record** the **voter's name, address and ballot stub number** in **Section 4 of the Election Day Log**. The voter should surrender their court order to you to be returned to us with the rest of your paperwork.

# Assisting Voters

If a voter requires assistance, they may receive help from the Inspectors or Voting Systems Specialists or bring a person of their choice to the voting machine/privacy booth.

## ASSISTANCE from INSPECTORS/VOTING SYSTEMS SPECIALISTS

*(Inspectors help with ballot; Voting Systems Specialists help at machine.)*

**ONLY a bipartisan team** (*one Democrat and one Republican*) **may assist the voter** if the voter:

- **Cannot** read or write;
- **Cannot** see, even with the use of eyeglasses.
- **Cannot** operate the DS-200 machine without assistance.

## As Inspectors/Voting Systems Specialists you should:

- **ASK** the voter how you can be of assistance to them.
- **AGREE** on all actions taken while assisting the voter.
- Insert the voted ballot into the DS200 *if needed*.
- **Never** push a wheelchair without permission or lean on the armrest or footrest.

## OTHER PERSON REQUESTED BY VOTER

The Voter can bring a person other than an inspector to assist them with the voting process.

The person assisting *should* complete the Oath located in the back of the **White District Binder**.

Inspectors should **RECORD** the voter's name, voter's address and voter ID number, as well as the name of the person who assisted the voter in Section 3 of the Election Day Log.

**ANYONE NOT ASSISTING THE VOTER  
MUST STAND BACK AND WAIT  
FOR THE VOTER TO COMPLETE THEIR VOTING**

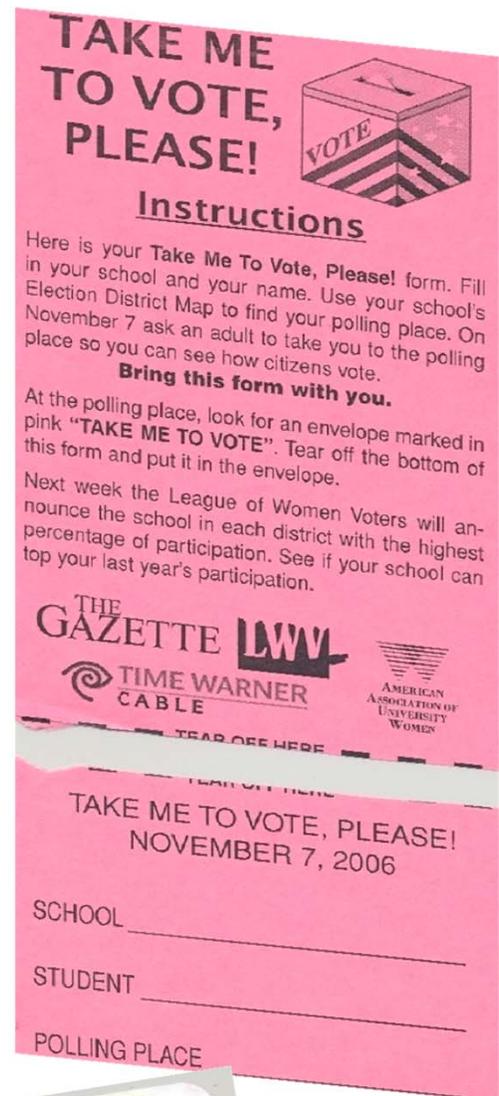
# Take Me To Vote

The League of Women Voters created the *Take Me to Vote* program to help elementary students learn about voting. This program only takes place on the day of the General Election.

When a child comes to your poll site:

1. Greet them and ask them if they have their **"Take Me to Vote"** slip.
2. If not, provide them with a piece of paper (*from your office supplies*) and have them write down their name, their school and their poll site.
3. Have the student place the slip in the **"Take Me to Vote"** envelope that is taped to your district table.
4. At the close of the polls, place the **"Take Me to Vote"** envelope in your supply bag.

The League of Women Voters holds a contest between the school districts.



**TAKE ME TO VOTE, PLEASE!**

**Instructions**

Here is your **Take Me To Vote, Please!** form. Fill in your school and your name. Use your school's Election District Map to find your polling place. On November 7 ask an adult to take you to the polling place so you can see how citizens vote.

**Bring this form with you.**

At the polling place, look for an envelope marked in pink **"TAKE ME TO VOTE"**. Tear off the bottom of this form and put it in the envelope.

Next week the League of Women Voters will announce the school in each district with the highest percentage of participation. See if your school can top your last year's participation.

THE GAZETTE **LWW**  
TIME WARNER CABLE  
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

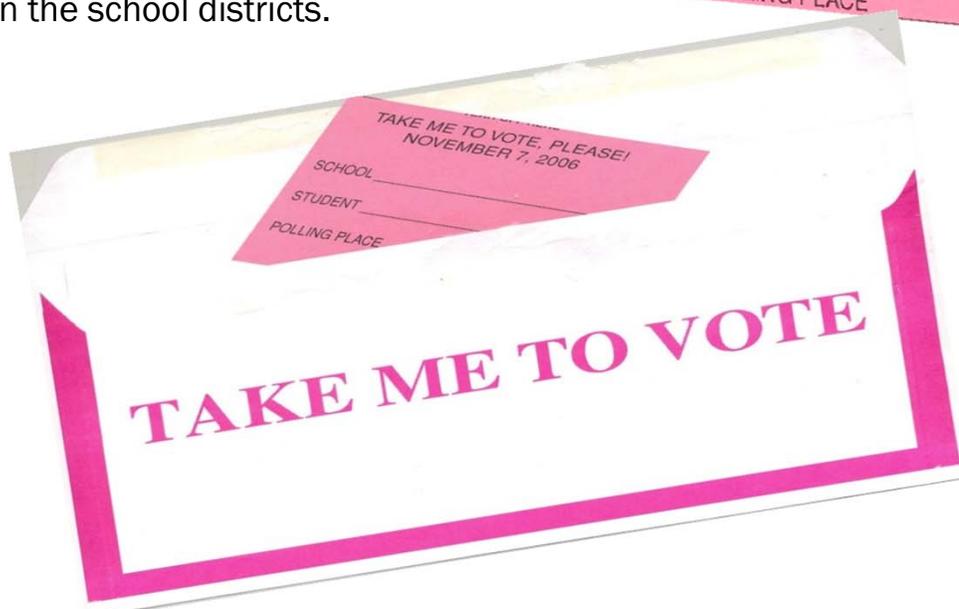
TEAR OFF HERE

**TAKE ME TO VOTE, PLEASE!**  
NOVEMBER 7, 2006

SCHOOL \_\_\_\_\_

STUDENT \_\_\_\_\_

POLLING PLACE \_\_\_\_\_



**TAKE ME TO VOTE**

TAKE ME TO VOTE, PLEASE!  
NOVEMBER 7, 2006

SCHOOL \_\_\_\_\_

STUDENT \_\_\_\_\_

POLLING PLACE \_\_\_\_\_

# Street Guide

Inspectors and info clerks use the street guide to direct voters to the **correct** polling place and/or election district.

The street guide lists all the roads in your town in alphabetical order (*numbered streets are listed first*).

*\*WE are providing a street list specific for your ED only along with a district map.*

*It contains the following column headings:*

*ZIP; Street Name; House Range; Polling Place Name; Polling Place Address; and Town/Ward/District ← [district meaning Election District #]*

## Using the voter's address:

- **Look up the voter's Street Name** in the Street Guide.  
*[There may be more than one listing for a street name – so check the zip]*
- **Locate their house number** under the **House Range**.  
***NOTE:** It is important that you pay close attention to the ODD and EVEN house ranges because some streets are split down the middle –with the even numbers in one election district and the odd numbers in another.*
- **Move across the page** until you find the **Poll Place Name, Poll Place Address** and **Election District**.
- **Let the voter know their correct polling place** along with the **address** and the number of their Election District.

*If the voter is at the proper poll site, direct them to the proper district table. If the voter is at the wrong poll site, please call the Board of Elections (377-2469) before sending to a new site.*

# Affidavit Voter

**BEFORE** issuing any Affidavit ballot, you must call the Board of Elections at 377-2469 to research the voter. When you call, please have the following information available:

1. the correct spelling of the voter's name
2. the address of the voter's residence
3. date of birth (*situations with Jr, Sr, etc.*)
4. any married, maiden or hyphenated names that the voter may have.

An Affidavit Ballot should be provided to the voter:

- If the voter's name is NOT in the Poll Book and they claim to be a registered voter in your election district;
- If in a Primary, the voter believes to be enrolled in a political party other than the one indicated in the poll book;
- If the voter is unable to provide identification when "ID REQUIRED" is in the poll book;
- If a voter is currently registered in Schenectady County in another district but has recently moved into your district.

*Before coming to a conclusion, make sure the voter spells their last name for you. It is possible that the voter is in the wrong Election District and/or polling site. If you believe this is the case, direct the voter to the proper polling place by referring to the Street Guide. Call the Board of Elections as stated above. (377-2469)*

***\*AFFIDAVIT Voters are NOT allowed to vote on the DS-200\****

# Affidavit Voter *(continued)*

## If it is necessary for a voter to vote by Affidavit Ballot:

- Provide voter with an Affidavit Envelope and a **RED** Privacy Sleeve.
- Tell the VOTER to:
  - Take the Affidavit Envelope to the Privacy Booth or Affidavit Table to fill out.
  - Return completed Affidavit Envelope to the *same* Election District table.
- Review the Affidavit Envelope to:
  - Verify entire envelope is completed.
  - Verify oath is signed and dated.

*If Affidavit Envelope is NOT completely filled out, their vote **MAY NOT count.***

## After confirming **ALL** sections are complete:

- Fill in 'Inspector Use Only' section (Poll site, Election District # and initial) and
- **RECORD** the stub number of the Ballot provided to the voter, the voter's name and address in Section #2 of the Election Day Log.
- **TEAR** off the Ballot from the stub and stamp with "**Affidavit Stamp**" in a blank area of the ballot.
- Use the scissors provided to **TRIM** approximately 1 inch off the lower Right corner of the Ballot – rendering it unreadable by the DS-200.
- **PLACE** Ballot and completed Affidavit Envelope in a **RED** Privacy Sleeve and hand it to the voter.

### AFFIDAVIT BALLOT ENVELOPE

#### AFFIDAVIT OATH

**A** Please provide the following required information

Your name  
 Last name \_\_\_\_\_ Suffix \_\_\_\_\_  
 First name \_\_\_\_\_ Middle Initial \_\_\_\_\_

The address where you live  
 Address (not P.O. Box) \_\_\_\_\_  
 Apt. Number \_\_\_\_\_ Zip code \_\_\_\_\_  
 City/Town/Village \_\_\_\_\_  
 New York State County \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YYYY

Party Enrollment \_\_\_\_\_

**B** Please check each box that applies to you and fill in the appropriate blanks

I have been informed by the inspectors that my registration record is not available to them, however I have duly registered to vote in this election district from the address given at left, and I remain a duly qualified voter in this district.

I have moved within Schenectady County since my last registration, and my previous address was: \_\_\_\_\_

I was required to present identification when I voted today, but I did not do so.

For Primary Elections Only: I am enrolled in the political party stated in the section at left, but the poll book does not reflect my correct enrollment.

**C** Additional information to register to vote in the event that you do not have a valid voter registration on file

**Qualifications**  
 Are you a citizen of the U.S.?  Yes  No  
If you answer No, you cannot register to vote.

Will you be 18 years of age or older on or before election day?  Yes  No  
If you answer No, you cannot register to vote unless you will be 18 by the end of the year.

**More information**  
 Telephone (optional) ( ) \_\_\_\_\_  
 Sex  M  F

The address where you receive mail  
Skip if same as above  
 Address or P.O. Box \_\_\_\_\_  
 P.O. Box \_\_\_\_\_ Zip code \_\_\_\_\_  
 City/Town/Village \_\_\_\_\_

**Voting History**  
 Have you voted before?  Yes  No What year? \_\_\_\_\_

**Voting information that has changed**  
Skip if this has not changed or you have not voted before  
 Your name was \_\_\_\_\_  
 Your address was \_\_\_\_\_  
 Your previous state or New York State County was \_\_\_\_\_

**Identification** you must make 1 selection  
 New York State DMV Number \_\_\_\_\_  
 Last four digits of your Social Security Number xxx-xx-\_\_\_\_\_  
 I do not have a New York State Driver's License or a Social Security Number.

**Political Party** you must make 1 selection  
 Democratic party  Working Families party  Other \_\_\_\_\_  
 Republican party  Independence party  I do not wish to enroll in a party  
 Conservative party  Green party

To vote in a primary election, you must be enrolled in one of these listed parties — except the Independence Party, which permits non-enrolled voters to participate in certain primary elections.

**D** All voters must date and sign the oath below

**It is a crime to procure a false registration or to furnish false information to the Board of Elections**

Affidavit: I swear or affirm that

- I am a citizen of the United States.
- I will have lived in the county, city or village for at least 30 days before the election.
- I meet all requirements to register to vote in New York State.
- This is my signature or mark in the box below.
- The above information is true, I understand that if it is not true, I can be convicted and fined up to \$5,000 and/or jailed for up to four years.

Date \_\_\_\_\_ Sign \_\_\_\_\_

**Inspector Use only:**

County: \_\_\_\_\_ City/Town: \_\_\_\_\_ ED#: \_\_\_\_\_ AD#: \_\_\_\_\_

Elections stub: registered, ed Too Late, ED, is Change, d#, ent, Match, filed, were, Ruling, ES, NO, date.

**\*AFFIDAVIT Voters are NOT allowed to vote on the DS-200\***

# Affidavit Voter (continued)

## Instruct Voter to:

- 1) Take Ballot and Affidavit Envelope to a Privacy Booth or Affidavit Table to complete.
- 2) Fold completed marked Ballot and seal it in the Affidavit Envelope.
- 3) Return the sealed Affidavit Envelope to the same Election District Table.



## Inspectors:

- Place the sealed, white Affidavit Ballot envelope in the *manila* 'Returned Affidavit Ballots' envelope located in the red zippered pouch.

*If you help with the voting or with the folding of the ballot, you should **ALWAYS** be in your bipartisan team. This includes when you assist BMD voters that vote by Affidavit.*

Any BMD voters who need an Affidavit Ballot use the same procedure as other Affidavit voters except with a BMD voter you:

- *Escort them to the BMD machine.*
- *Provide instructions.*
- *Assist with entire process if necessary.*
- **DO NOT cut the corner of their ballot**

*KEEP TRACK of VOTERS*  
*with RED PRIVACY SLEEVES*

**\*\*AFFIDAVIT Voters are NOT allowed to cast their ballot on the DS-200\*\***

# Number of Voters Survey

During the Election Day, Inspectors are required to fill out the “Number of Voters Survey.” This is located in the front pocket of the White District Binder.



## RECORD OF NUMBER OF VOTERS SERVED BY HOUR

To help us plan for future elections, please record the cumulative number of voters at of the beginning of each hour. Return this form with your return of canvass; it will not be picked up. The number recorded is the PCN number (or combined PCN numbers if your election district has more than one machine) as of the beginning of the hour.

TIME	# of Voters (PCN)
7:00 am	
8:00 am	
9:00 am	
10:00 am	
11:00 am	
NOON	
1:00 pm	
2:00 pm	
3:00 pm	
4:00 pm	
5:00 pm	
6:00 pm	
7:00 pm	
8:00 pm	
9:00 pm	

At what time did you have your longest line of voters? What suggestions do you have to improve the voting experience for our voters?

At the BEGINNING of each hour, please log the last used stub number found on the stub of your Ballot Book in the appropriate time slot of the survey form.

*If you forget to do this, just log it when you remember – try keep it as close to the top of the hour as possible.*

**NOTE: General Election Only**

# Abandoned Ballots/Voter Error

Chairpeople and Voting Systems Specialists should **direct voter traffic** to the open privacy booths to maintain a steady flow and prevent lines as much as possible.



**\*\*NOTE: Call the BOE prior to acting on stray ballots [377-2469 or 347-1070], do not make up your own procedure\*\***

The **privacy booths** should be **routinely checked** throughout the day to confirm that the **wheels** are **locked**, the **lights** are on (*when needed*) and the **pen** is still **working** (*replacement pens available in blue office supply bag*).

**Remove any stray items** found inside the booths. (***Especially POLITICAL MATERIALS***)

## ABANDONED BALLOTS (ballot goes back to District Table)

- A ballot discovered in a **privacy booth** is considered abandoned.
  1. Return the Abandoned Ballot to the correct Election District table. [*refer to the ED# printed in the corner*]
  2. Place the ballot in an Abandoned Ballot Envelope.
  3. Complete the outside of the envelope.
  4. Place it in the large manila Voided/Abandoned envelope located in the white district binder.

## VOTER ERROR /Other Circumstances (use Emergency Ballot Slot)

- A ballot found in a **privacy sleeve** **NEAR** the DS-200 machine or **at the district table**, is considered to be **VOTER ERROR** (***NOT Abandoned***) by the BOE.
- A Voter may also choose to leave their ballot – **before** casting it – by **handing it** to an **Inspector/VSS**.
  1. **DO NOT EXAMINE** the ballot.
  2. Establish a **BIPARTISAN** Team.
  3. Insert the Ballot in the **Emergency Ballot** slot (*to be cast at the close of polls*).

# Poll Watchers

- Poll Watchers are appointed by a political party or candidate. Any party whose candidates are on the ballot is entitled to have a Poll Watcher.
- Poll Watchers must show Inspectors a “Poll Watcher Certificate”
- Poll Watchers will likely have a list of voters’ names they will cross off as those voters vote. (The watcher may ask you to do this for them.)

## Poll Watchers **MAY:**

- Witness the opening of the voting machines.
- Observe proceedings.
- Be given information as to who has voted.
- View – **\*\*but CAN NOT TOUCH\*\* – the poll book.**
- Gain election results by observing the Results Tape posted on the wall.

## Poll Watchers are **NOT ALLOWED** to:

- Sit at the inspector table
- Electioneer
- Disrupt proceedings
- Be candidates who are on the ballot

# Election Day Log

The Election Day Log is now located in the White District Binder.



**November 8, 2016**

**General Election**

## **Election Day Log**

**Glenville**

**ED # 1**

**Alplaus Fire District**

**SECTION 1 - Recorded # of Voters with Name Changes** \_\_\_\_\_

**SECTION 1 - Recorded # of Voters with Address Changes** \_\_\_\_\_

**SECTION 2 - Recorded # of Voters using Affidavits** \_\_\_\_\_

**SECTION 3 - Recorded # of Voters Receiving Assistance** \_\_\_\_\_

**SECTION 4 - Recorded # of Voters with Court Orders** \_\_\_\_\_

*We the undersigned Inspectors of Elections hereby certify that we have completed the above Election Day Log, that it contains the list of persons challenged and that the persons challenged were administered the required oath, that it contains the list of voters who have sworn that they needed assistance and that the person who rendered the assistance was administered the required oath. We further certify that this Election Day Log contains those voters that voted by affidavit ballot or by court order, and that all of the entries made are true and accurate.*

\_\_\_\_\_  
*Inspector signature*

\_\_\_\_\_  
*Inspector signature*

\_\_\_\_\_  
*Inspector signature*

\_\_\_\_\_  
*Inspector signature*

**Election Day Log Pursuant to NYS Election Law**

# Election Day Log (Section 1)

## SECTION 1 - VOTERS with NAME CHANGE and/or MOVED within SAME Election DISTRICT

### NAME CHANGES:

1. Inspectors complete info in Section 1
2. have Voter **SIGN** both OLD and NEW name in pollbook

### ADDRESS CHANGES:

Use **STREET GUIDE** to **VERIFY** that **OLD and NEW address** are both in **SAME Election District**

**\*\* NOTE: if VOTERS have MOVED from one ED to another ED, they MUST use AFFIDAVIT Ballot and be recorded in Section 2**

### RECORD:

1. **What changed** (Name, Address or both)
2. **Voter ID number** (listed in pollbook beside name)
3. **Voter Name** (as recorded in pollbook)
4. **Voter NEW Name** (if changed)
5. **Voter Address**
6. **Voter NEW address** (verified in same district)
7. **Initials of Inspector who recorded information**

-----

### SECTION 1 Voters who have NAME CHANGE and/or MOVED within SAME Election District

**\*\*NAME CHANGES:** 1. Inspectors complete info here 2. have Voter sign both OLD and NEW name in pollbook

**\*\*ADDRESS CHANGES:** Inspectors use **STREET GUIDE** to **VERIFY** that both **OLD and NEW** address are in **SAME** Election District

**\*\*\*NOTE: If VOTERS have moved from one ED to another ED, they MUST use AFFIDAVIT Ballot and record in Section 2]**

	WHAT changed?	Voter ID Number	VOTER NAME <i>(as it appears in pollbook)</i>	VOTER <u>NEW</u> NAME <i>(please print clearly)</i>	VOTER <u>OLD</u> ADDRESS <i>(as it appears in poll book)</i>	VOTER <u>NEW</u> ADDRESS <i>(verified in same district)</i>	Inspctr Initials
ex	name	654321	Mary Jones	Mary Smith			hvs
ex	address	123456	John Smith		123 Main St	125 Main St	LF
1							
2							
3							

## QUESTIONS?

CALL the BOE 377-2469 to verify CORRECT PROCEDURE

# Election Day Log (Section 2)

## SECTION 2 - VOTERS NOT in Pollbook and voted by AFFIDAVIT BALLOT *(this includes BMD Voters that vote by Affidavit)*

See page 17 to see under what circumstance Voters are given Affidavit ballots

**\*\*\*BEFORE Issuing an AFFIDAVIT Ballot, you MUST call the BOE at 377-2469 to verify with our staff that an AFFIDAVIT is necessary**

### RECORD:

1. **Called for approval by BOE staff**
2. **Stub number of Ballot given to Voter**
3. **Voter Name**
4. **Voter's Current Address**
5. **Initials of Inspector who recorded info**

### SECTION 2

### Voters NOT in pollbook and voted by AFFIDAVIT BALLOT \*

*\* Before issuing an AFFIDAVIT, Inspectors MUST call BOE for approval*

	*OKed by BOE	Ballot Stub Number	Voter Name	Voter's Current Address	Inspctr Initials
ex	YES	321	Vicky Voter	123 Election Dr	hvs
1					
2					
3					

**CALL the BOE 377-2469 BEFORE issue any Affidavit Ballot**

# Election Day Log (Section 3 & 4)

## SECTION 3 - VOTERS who RECEIVED ASSISTANCE

*Person Assisting should take the OATH near the back of your WHITE BINDER*

### RECORD:

1. **Voter ID number** (listed in pollbook beside name)
2. **Voter Name**
3. **Voter Address**
4. **Person Assisting** (if Inspectors: bipartisan team should initial)

SECTION 3		Voters who RECEIVED ASSISTANCE on the machine*		
<i>* Person giving assistance should take the OATH near the back of your WHITE BINDER</i>				
	Voter ID Number	Voter's Name	Voter's Address	Person Assisting <i>(if Inspectors: bipartisan initials)</i>
ex	123456	Mary Smith	123 Main St	John Smith
1				
2				
3				
<b>QUESTIONS? CALL the BOE 377-2469 to verify correct procedure</b>				

## SECTION 4 - Persons Voting by COURT ORDER

### RECORD:

1. **Stub number of Ballot** given to Voter
2. **Voter Name**
3. **Voter Address**
4. **Initials of Inspector** who recorded information

SECTION 4		Persons voting by COURT ORDER		
	Ballot Stub Number	Voter's Name	Voter's Address	Inspctr Initials
ex	123	Joe Johnson	321 State St	hvs
1				
2				
3				

# Election Day Log (Cover Page)

**After the polls close,**  
**BEFORE placing in Brown Accordion Folder:**

## 1. Complete COVER PAGE

**Indicate TOTAL listed for each category:**

- Section 1 – Name Change
- Section 1 – Address Change
- Section 2 – Affidavits
- Section 3 – Receive Assistance
- Section 4 – Court Order

## 2. SIGN the COVER PAGE

**All four inspectors must sign to certify  
all information recorded is accurate**

November 8, 2016  
General Election  
**Election Day Log**  
Glenville  
ED # 1  
Alplaus Fire District

SECTION 1 - Recorded # of Voters with Name Changes \_\_\_\_\_  
SECTION 1 - Recorded # of Voters with Address Changes \_\_\_\_\_  
SECTION 2 - Recorded # of Voters using Affidavits \_\_\_\_\_  
SECTION 3 - Recorded # of Voters Receiving Assistance \_\_\_\_\_  
SECTION 4 - Recorded # of Voters with Court Orders \_\_\_\_\_

We the undersigned Inspectors of Elections hereby certify that we have completed the above Election Day Log, that it contains the list of persons challenged and that the persons challenged were administered the required oath, that it contains the list of voters who have sworn that they needed assistance and that the person who rendered the assistance was administered the required oath. We further certify that this Election Day Log contains those voters that voted by affidavit ballot or by court order, and that all of the entries made are true and accurate.

Inspector signature \_\_\_\_\_ Inspector signature \_\_\_\_\_  
Inspector signature \_\_\_\_\_ Inspector signature \_\_\_\_\_

Election Day Log Pursuant to NYS Election Law

\\Election Day Services\Operator\White\ID\Baker\2016\US\GE\2016 Election Day Log Cover-TEMPLATE

**The cover of the Election Day Log**  
**MUST be SIGNED and COMPLETED**  
**even if NO entries were made within.**

*We the undersigned Inspectors of Elections hereby certify that we have completed the above Election Day Log, that it contains the list of persons challenged and that the persons challenged were administered the required oath, that it contains the list of voters who have sworn that they needed assistance and that the person who rendered the assistance was administered the required oath. We further certify that this Election Day Log contains those voters that voted by affidavit ballot or by court order, and that all of the entries made are true and accurate.*

Inspector Signature: \_\_\_\_\_ Inspector Signature: \_\_\_\_\_

Inspector Signature: \_\_\_\_\_ Inspector Signature: \_\_\_\_\_

# Closing Procedures

At 9 pm, the Chairperson announces that the polls are closed  
(Use the time on the DS-200).

The door should be locked at this time.

**Anyone in line (at district table, privacy booth, or machine) at the time of the announcement has the right to vote.**

## Ballot Transmittal Form(Part 2): Counts

- Locate the Ballot Transmittal Form in the **White District Binder**
- Count the number of unused ballots you have remaining. Add that subtotal to the number of unused ballots left in the book you were working with. Record the TOTAL number remaining on line #1.
- Count the number of VOIDED BALLOT Envelopes** (housed in the large manila Voided /Abandoned Ballot envelope found in the White District Binder) and **record on line #2**.
- Count any ABANDONED BALLOT Envelopes** (housed in the manila Voided / Abandoned Ballot envelope found in the White District Binder) and **record the number on line #3**.
- Count the number of AFFIDAVIT BALLOTS** that you have in the manila Affidavit Ballot envelope and **record that number on line #4**.
- Add lines 1 through 4 together to obtain the **Total number of BALLOTS RETURNING** and **record on line #5**.
- Note the last used ballot stub number** on the line provided on your ballot transmittal sheet.

\*NOTE: Please make sure that any ballot that is jammed in the machine is to returned back to the proper district table.

# Closing *(continued)*

## Ballot Transmittal Form: Recording and Sealing

### Unused Ballots *(for return to BOE)*

- 1) Take out the blue ballot bag containing UNUSED BALLOTS.
- 2) Place ALL ballot materials in the bag. *This should **ONLY** include:*
  - *The partial booklet you were working with at the close of the polls*
  - *full booklets (still wrapped)*
  - *used stub packets*

*\*\*[DO NOT place ANYTHING ELSE in the bag]\*\**
- 3) Record the white wire seal number for the bag on your Ballot Transmittal Form.
- 4) Place white wire seal through the zipper tabs

### Voided/Abandoned Ballots

- 1) Record the blue sticker seal # for the Voided/Abandoned Envelope *(found in Office Supply Bag)* on the Ballot Transmittal Form.
- 2) Place the blue sticker seal on the back of the manila Voided/Abandoned Ballot Envelope.

### Affidavit Ballots

- 1) Record the blue sticker seal # for the Affidavit Ballot Envelope *(found in Office Supply Bag)* on the Ballot Transmittal Form.
- 2) Place the blue sticker seal on the back of the manila Affidavit Ballot Envelope.

### Absentee Ballots

- *Record* the number of Absentee Ballots turned in on your Ballot Transmittal Form.
- *Record* the blue sticker seal # for the Green Absentee Ballot Envelope *(found in Office Supply Bag)* on the Ballot Transmittal Form.
- *Place* the blue sticker seal on the back of the Green Absentee Ballot Envelope, securing the flap.

Once the Ballot Transmittal Form is complete, all four inspectors sign the base of the form.

*(instructions continued on next page)*

# Closing (Continued)

## PACKING UP SUPPLIES

### Place inside the Brown Accordion Folder

- White District Binder (with all papers included inside)
- Poll Books
- Manila Affidavit Envelope (sealed) with completed Affidavit Ballots inside.
- Green Absentee Envelope (sealed) with any absentee ballots turned in during the day at poll site.

### Place inside the Red Zippered Pouch

- UNUSED Affidavit Envelopes
- UNUSED Voided/Abandoned Envelopes
- Distance Markers/ Wall Cards/ Sample Ballot (*removed from walls/doors*)
- Street Guide

### Place Inside Red Election District Bag (*returned to BOE by Chairperson*)

- Red Zippered Pouch
- Unused Ballot Bag (sealed)
- Privacy Sleeves
- Small Blue Office Supply Bag
- American Flag
- Table Number Stands

**Side Pocket of the Red District Bag should contain:**

- Brown Accordion folder (*from District Table*)
- Security Binder *from the VSSs*

## BAG RETURN PROCEDURE

The Chairperson from each district is responsible to RETURN the Red Election District Bag to the Board of Elections.

If you are at a **MULTI-DISTRICT** site with two or more machines, the Chairperson at the **lowest** number Election District at your site will bring back:

- The **Security Binder** [*from the VSSs*]
- The **Blue Voted Ballot Boxes** and
- Their own **Red Election District Bag**.

Do NOT leave the poll site until you have confirmed that all materials are ready for transport.

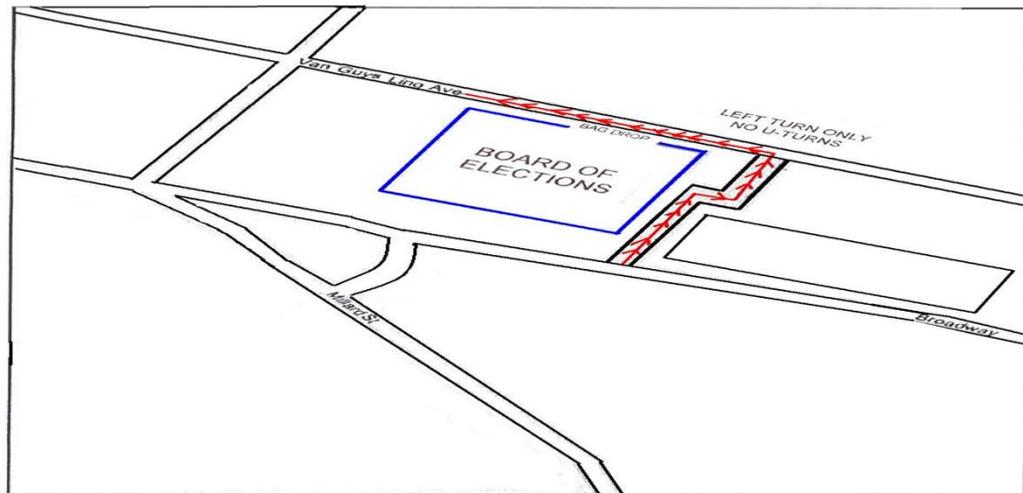
**NOTE: If complications arise causing the Chairperson to be delayed well beyond closing, please call the Board of Elections (377-2469).**

# Bag Return

## INSTRUCTIONS REGARDING TRAFFIC FLOW

1. Place **Red Election District Bag** and the **Blue Voted Ballot Box** on the **REAR SEAT** on the **DRIVER SIDE** of your vehicle.
2. Go to the Schenectady County Board of Elections offices at **388 Broadway, Schenectady** .
3. Please turn into our parking lot **FROM BROADWAY ONLY**.
4. You will be directed by Sheriff's Deputies across the parking lot, where you will take a **LEFT TURN** onto **VAN GUYSLING AVE**.
5. BOE staff will direct you to stop along Van Guysling Ave where they will receive from you the Red Election District Bag and the Blue Voted Ballot Box. **NOTE: You will NOT need to leave your vehicle; BOE staff will meet you at your car.**

Detailed View of Traffic Flow Pattern



6. After delivering the election materials, please continue along Van Guysling to **Edison Avenue**. **Please DO NOT TURN AROUND** as it poses a safety risk. A **RIGHT** turn on Edison will lead you toward I-890 and Erie Blvd; a **LEFT** turn on Edison Avenue will bring you back to Broadway.

**THANK YOU AGAIN!**

Board of Elections

388 Broadway, Suite E, Schenectady, NY 12305

# Voting System Specialist Supplies

## DS-200 SECURITY BINDER

INSIDE FRONT POCKET: Wire Cutters, Pens, Name Tags, Tape

### IN THE 3 RINGS:

- Security Pouch(s)
- Opening/Closing Instructions
- Security Report(s)
- VSS Payroll
- Results Poster Board
- VSS Survey
- Un-scanned Emergency Ballot Envelope
- Poll Site Diagram

INSIDE BACK POCKET: Privacy Sleeve poster and Clip Board

## GRAY TOTE

- Yellow BMD Accessory pouch
- Extension Cord

# Machine Opening Procedures

## MACHINE IDENTIFICATION

- Confirm that the **Serial number** on the side of the machine and/or cart cover matches the serial number on the **Security Report**.

From your Security Binder, locate the:

- Opening Instructions
- Security Report(s) (*1 per machine*)
- Security Pouch (containing keys)

**\*BEFORE OPENING any parts of the machine, you must CONFIRM that ALL SEALS on the machine MATCH the seal numbers that are provided on your security report under the “Installed Seal/Tag Number” column.**

# Machine Opening Procedures *(continued)*

STEP	OPENING INSTRUCTIONS MARIAVILLE FIRE HALL
1	<p><b>CONFIRMING DS-200 AND CART COVER SEALS:</b></p> <p>a. <b>Confirm</b> you have the correct DS-200 machine by <b>matching</b> the poll site and the serial number on the <b>Security Seals Report</b> to the <b>Machine Cart Cover</b> label.</p> <p>b. <b>Record</b> Cart Cover Seals: Seal #1 _____ Seal #2 _____</p> <p>c. <b>Remove</b> the cart cover, and <b>plug</b> the electrical cord into the wall outlet. <b>Store</b> folded cart cover under BMD during the day. <b>Remove</b> District Bag(s) and give to Election Table(s).</p>
2	<p><b>SEAL CONFIRMATION:</b></p> <p>a. On the <b>Security Seals Report</b>, <b>confirm</b> the seals for the #1 <b>Main ballot box door</b>, #2 <b>Emergency Ballot box door</b> and #3 <b>External Top Lid</b>.</p>
3	<p><b>MAIN BALLOT BOX:</b></p> <p>a. <b>Remove</b> the wire seal from the <b>Main ballot box</b> and <b>open</b> the door using the key. <i>(Only 1 set of Keys per poll site)</i></p> <p>b. <b>Pull out</b> the blue <b>Voted Ballot Container</b> and ensure that it is empty.</p> <p>c. <b>Return</b> the blue <b>Voted Ballot Container</b> to the main ballot box. <b>Open</b> the top flaps of the <b>blue Voted Ballot Container</b> and <b>close and lock</b> the <b>Main Ballot Box door</b>.</p> <p>d. <b>Select</b> a blue seal from <b>Security Pouch</b>, <b>write</b> the number in the appropriate slot under "<b>Opening Seal/Tag # Column</b>". <b>Place</b> the blue sticker seal bridging the <b>Main Ballot Box door</b> and the machine body.</p>
4	<p><b>EMERGENCY BALLOT BOX:</b></p> <p>a. <b>Remove</b> the wire seal from the <b>Emergency Ballot box door</b>. <b>Open</b> the <b>Emergency Ballot box</b> and confirm it is empty. <b>Fold down</b> the <b>Emergency Ballot flap</b>. <b>Close and lock</b> the door.</p> <p>b. <b>Select</b> a blue seal from <b>Security Pouch</b>, <b>write</b> the number in the appropriate slot under "<b>Opening Seal/Tag # Column</b>". <b>Place</b> the blue sticker seal bridging the <b>Main ballot box door</b> and the machine body.</p>
5	<p><b>EXTERNAL TOP LID:</b></p> <p>a. <b>Remove</b> the wire seal on the top lid.</p> <p>b. Using key, <b>unlock</b> the Top Lid and Open.</p>
6	<p><b>TURNING ON MACHINE:</b></p> <p>a. <b>Unlock</b> the Monitor Screen. <b>Flip</b> up the Monitor Screen.</p> <p>b. The DS-200 will now automatically turn on. If not, make sure the DS-200 is plugged in.</p>
7	<p><b>ELECTRONICALLY UNLOCKING THE ELECTION:</b></p> <p>a. You will be asked to enter your security password which is: <b>General15</b></p> <p>b. <b>Press "Shift"</b> and <b>type</b> in password. <b>Press "Accept"</b>. Configuration report will print. <b>Remove</b> and place in Security Pouch.</p>
8	<p><b>INTEGRITY CONFIRMATIONS:</b></p> <p><b>Record</b> the <b>PROTECTIVE COUNTER NUMBER</b> _____ and the <b>PUBLIC COUNTER NUMBER</b> _____.  <i>(The Public Counter number should be ZERO)</i> Call the Board of Elections at 347-1070 if public counter is not zero.</p>
9	<p><b>ALL SYSTEMS GO CHECK:</b></p> <p>a. Next <b>hit</b> green "<b>Open Poll</b>" button on screen.</p> <p>b. Two Zero Reports will print. <b>Verify</b> reports read zero and the date and time are accurate. <b>Sign</b> on the bottom of one zero report tape. <b>Place</b> the signed report in the Security Pouch and post the second tape on the Results poster board on the wall.</p> <p>c. <b>Press</b> green "<b>Go to Voting Mode</b>". <b>Place</b> blue "Scanner Station" screen around DS200. The DS200 is now ready to receive the Election Day Ballots.</p>
10	<p><b>OPEN BMD:</b></p> <p>a. <b>Slide</b> BMD shelf forward and <b>lock</b> in place. <b>Open</b> up the BMD machine. <b>Remove</b> key and turn on BMD.</p> <p>b. <b>Remove</b> key and place in clear Security Pouch.</p> <p>c. <b>Plug in</b> head set/set up privacy screen.</p> <p>d. <b>Sign</b> the bottom of the Security Seals Report.</p>

# Voter Privacy



## To ensure voter privacy:

- The privacy booths should be situated so that the **voter's back is to the wall** of the voting area.
- Make sure the **Blue Privacy Screen** is **placed** around the **DS-200**.
- Make sure the **White Privacy Screen** is attached to the cart around the **BMD**.
- Make sure that the line forming for the machine is at a distance of **at least 5 feet** from the machine.
- A Voting Systems Specialist should **stand at the beginning of the voter line** to monitor voter traffic.
- Alert the voter that you are close by to assist with the use of the voting machine.

# DS-200 Voting Procedure



## As a Voting Systems Specialist you should:

- Greet the Voter.
- Instruct the voter to insert their marked ballot into the scanner. (**NEVER** take the voted ballot from the voter.)
- Alert the voter that you are near if they need assistance.
- If the voter has **no errors** on the ballot, the voted ballot will drop down into the main ballot box.
- If the voter has **over-voted, double voted** or **inserted a blank ballot**, the screen will let the voter know their options.
- Have the voter **follow the instructions on the screen**; it will allow them to complete the process and **make appropriate decisions as to the screen alerts**.
- The screen will indicate it is ready for the next voter.
- Periodically **return (verifying that it is empty)** the **privacy sleeves** to the District Table(s).

# DS-200 Voting Procedure (Over-vote)

*The machine will alert the voter of errors they have made. However, it will not alert the voter if they have under voted or skipped a race on the ballot.*

## OVER-VOTED BALLOT

If a voter exceeds the number of votes allowed for a contest, the following screen appears:

The screenshot shows the DS-200 voting system interface. At the top, it displays 'AnyCounty USA' and the date '07/04/2009'. There are icons for 'Language' and 'Help'. The main header shows 'AnyCounty Poll' and 'Public Count: 0 Protected Count: 0' along with the time '2:38 PM'. A yellow warning box titled 'Over Voted Contests' contains the text: 'The following contests have too many selections:'. Below this is a table with two columns: 'Contest Title' and 'Status'. The table lists one contest: 'FOR PRESIDENT' with the status 'Over voted'. Below the table is a warning: 'WARNING: If you cast your ballot as-is, some of your selections won't be counted.' At the bottom of the screen are two buttons: 'Correct Your Ballot' with a blue 'X' icon, and 'Cast Your Ballot With Mistakes' with a blue checkmark icon.

Contest Title	Status
FOR PRESIDENT	Over voted

The contest containing **over votes** appears below the **Contest Title** column. When there is more than one over-voted contest, the **Next** and **Back** buttons will appear below the contest titles. If necessary, the voter should press the **Next** and **Back** buttons to review their over-voted selections.

The Voter has TWO options:

1. Press '**CORRECT YOUR BALLOT**' to return the ballot to the voter. The voter may void that ballot, collect a new ballot from their election district table and mark the new ballot.

OR

2. Press '**CAST YOUR BALLOT With MISTAKES**' to cast the ballot without making any changes.

***NOTE: If the voter chooses to Cast Ballot without any changes, the over-voted contests will NOT be counted.***

# DS-200 Voting Procedure *(Blank or Write-In)*

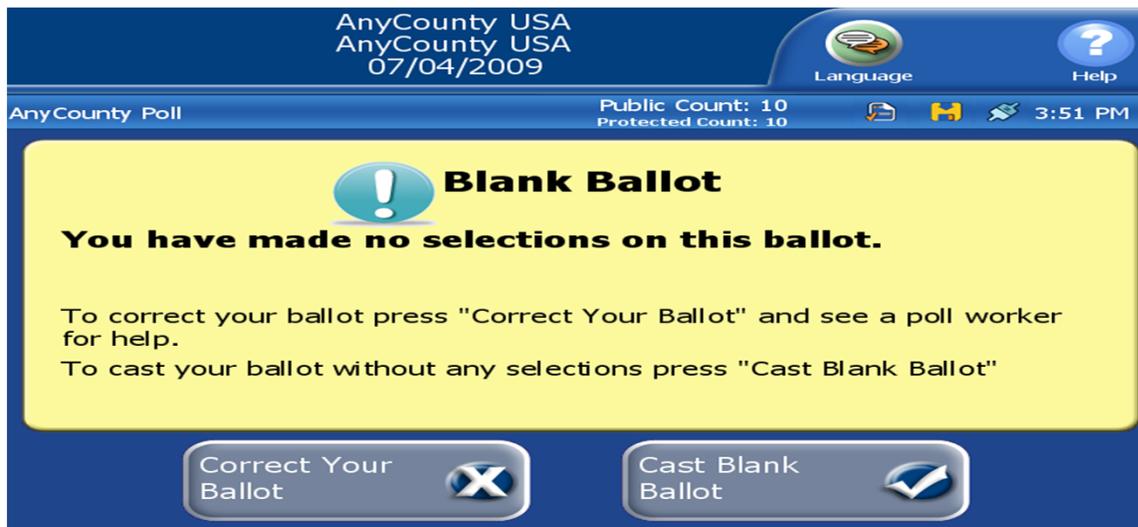
## BLANK BALLOT

The screen will indicate to the voter if no votes have been cast. *(No votes on the entire ballot.)* The voter has two options:

Correct their error - PRESS **"CORRECT YOUR BALLOT"** *(on the screen)* to RETURN the ballot to the voter. The voter should then return to the privacy booths and make the proper selections.

OR

Accept the ballot as is - PRESS **"CAST BLANK BALLOT"** *(on the screen)* to CAST the ballot with no votes made.



## WRITE-IN VOTES

The voter must darken in the circle *(next to the slot where they write in the candidate name)*, as well as writing in the candidate name.

*If the voter does not fill in the circle next to the write-in slot, the DS-200 will not recognize that a write-in vote has been cast.*

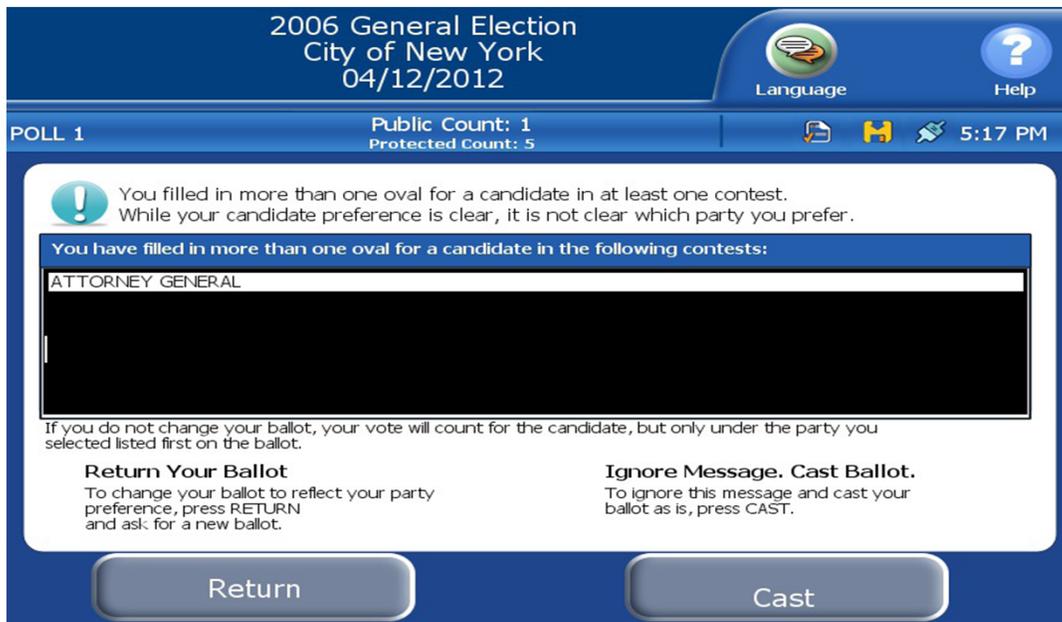
# DS-200 Voting Procedure (*Double Vote*)

## What is a Double Vote? (General Election Only)

- In some contests, a candidate may be endorsed on the ballot *under more than one party*.
- If a voter fills in **more than one oval** for the same candidate in a contest, this is considered a **double vote**.
- Their vote will count for that candidate, but **only** for the party selected **listed first** on the ballot.

## What a double vote looks like on the DS-200 screen:

The contest(s) containing **double votes** appears highlighted in the center of the screen.



If there are *several* double vote selections, the **Next** and **Back** buttons will appear below on the screen. If necessary, press the **Next** and **Back** buttons to review your double vote selections.

Two options are available: “Return” or “Cast”.

Press **“RETURN”** to **return the ballot to the voter**. The voter may void that ballot, collect a new ballot from their election district table and mark the new ballot.

38

Press **“CAST”** to **ignore the message and cast the ballot *without* any changes**.

# DS-200 Machine Errors

The machine will let you know that it is having problems with the ballot.

When this occurs:

1. the machine will eject the ballot back to the voter OR
2. If the ballot JAMS in the scanner.

## 1. Ejected Ballot/Ballot Too Long

- The machine will BEEP and then automatically eject the ballot back to the voter.
- Hit “OK” and re-insert the ballot.
- After a few attempts have the voter void the ballot and get a new one.

## 2. Ballot JAMMED in Scanner

If the ballot gets jammed in the DS-200 scanner, and you only have one machine this will require you to switch to **Emergency Ballot mode** and

**CALL THE Board of Elections [347-1070] IMMEDIATELY.**

Read the screen message to determine if the ballot was counted or not. Press “OK” to stop the beeping.

When the line of voters has diminished, you should attempt to un-jam the machine. This process will involve pulling the machine forward and removing the jam (as described below).

## PROCEDURE TO REMOVE A PAPER JAM

- Retrieve your keys.
- Using the key, unlock the “unit locking mechanism” located in the front right corner of the machine. This releases the drop down tray that holds the unit in place.
- Pull the unit forward approximately 4” until the **jammed ballot** is revealed. **If the ballot was counted**, slightly tug on it until it automatically drops down into the ballot bin.
- Slide the unit back into place; return drop down tray back into the upright position and lock the unit.
- On the touch screen you will need to press the **green “CONTINUE VOTING”** icon.

## DS-200 Machine Errors (continued)

- If the ballot is jammed in the scanner and NOT counted (*the screen will indicate this error*), please follow the previous steps on unlocking and pulling out the scanner. However, the ballot is to be pulled out of the scanner NOT deposited into the ballot bin.
- Have the voter return to their district table and VOID the ballot. The voter will then fold it and place it in a 'Voided Ballot' envelope

If the ballot is jammed, not counted and unable to be removed from the scanner, the voter is allowed a new ballot.

- The Voting Systems Specialist must escort the voter back to the District Table to obtain a new ballot.
- Once you are able to slide the scanner out and remove the jammed ballot, it is to be returned to the proper district table. Once there, place in 'Voided Ballot' Envelope to be tallied on the Ballot Transmittal form at the close of polls.

**NOTE: If you have more than one DS-200 at your site, REDIRECT all voters to the DS-200 that is still operative.**

# Emergency Ballot

If you are unable to clear a paper jam, the machine is rendered broken, call the BOE **IMMEDIATELY** at 347-1070. You may continue to vote by emergency ballot.

## Inspectors at Election District table:

the ballot distribution process does not change when in Emergency Ballot mode.

- Have the voter sign the book, mark the stub number next to their name and hand them the ballot in a privacy sleeve.
- Direct them to the privacy booths.

## Voting Systems Specialists:

- Instruct the voter to use the Emergency Ballot Bin slot to deposit their voted ballot instead of the top feed tray of the DS-200.
- At the close of polls, you will run these ballots through the DS-200 as indicated in your closing instructions.



***NOTE: If you have more than one DS-200 at your site, REDIRECT all voters to the DS-200 that is still operative.***

# Machine Swap-out

If you have only one machine at your site and it is decided that the machine is unable to be repaired, the Board of Elections will bring a replacement machine.

The technicians that deliver the replacement machine will set it up to receive voters.

With the delivery of this machine you will be provided a new security report to fill out.

The only change to the procedure is during your CLOSING process:

- Under the direction of the Board of Elections, you may have to run both the emergency ballots and ballots from the main ballot box through the replacement machine.
- DO NOT attempt to close the machine before 9 pm!
- The above steps must be completed **BEFORE** you can run any reports off the replacement machine.
- Then continue your closing procedures as you normally would.

# Emergency Relocation

If a circumstance arises on Election Day where you are evacuated from the building (*due to a fire alarm, lengthy power outage or other*), provided you are safe, in a bipartisan team, please do the following:

- Collect your personal belongings and exit the building as instructed by Emergency/Police staff.
- Chairpeople should CARRY ALL Poll Books and Unused Ballots out of the building ~ have the Inspectors at your table assist you (*if necessary*).
- Voting System Specialists should:
  - REMOVE the Emergency Placard (*located in the machine ID pocket on the side of the DS-200*).
  - RECORD the public counter number (*from the monitor screen*) on the Emergency Placard.
  - EXIT the building with that information in your possession.
  - Remain in your bipartisan team while in custody of the ballots.

**NOTE: ONCE YOU have reached SAFETY, CALL the BOARD OF ELECTIONS to obtain FURTHER INSTRUCTIONS .**

**IF THE SITUATION IS NOT A HIGH RISK, CALL THE BOARD IMMEDIATELY.**

# DS-200 Closing Procedure

Once the Chairperson announces that the polls are closed (*using time on the DS-200*) and all voters in line have cast their ballots, closing procedures can begin.

**CLOSING PROCEDURES CANNOT BEGIN UNTIL AFTER  
LAST PERSON HAS COMPLETED VOTING.**

**\*ALL machines MUST remain OPEN until the  
POLLS CLOSE at 9 PM.**

From your Security Binder, locate the:

- Closing Instructions
- Security Report(s) (*1 per machine*)
- Security Pouch (containing keys)

**Using the CLOSING INSTRUCTIONS –**  
**FOLLOW EACH STEP IN ORDER:**

## Machine Identification and Counters

- Reconfirm the machine serial number on your DS-200 matches the serial number on the security report that you are working on.

# DS-200 Closing Procedures (continued)

## CLOSING INSTRUCTIONS

## MARIAVILLE FIRE HALL

[The election must not close until all voters in line at closing time have had a chance to vote. Closing an election early is a state and federal criminal violation El 17-106.]

### MACHINE IDENTIFICATION:

- Confirm your Machine Serial Number matches the *Security Seals Report*.
- Record the **public counter number** found on your DS-200 screen \_\_\_\_\_.
- Record the **protective counter number** \_\_\_\_\_.

### SEAL CONFIRMATION:

On the *Security Seals Report*, **confirm** the following seals: #1 Main Ballot box door, #2 Emergency Ballot box door, #2 USB/Printer Compartment seal.

### EMERGENCY BALLOT BOX:

- Remove Emergency Ballot Box Blue Seal.
- Open Emergency Ballot box, and remove all ballots.
- Record Emergency Ballot count here: \_\_\_\_\_.
- Scan any Emergency Ballots into the DS-200.
- Blank ballots, over-voted ballots and double voted ballots, ballots the DS-200 will not scan Press "**Don't Cast**" and place these ballots in the **Unscanned Emergency Ballot envelope**.
- Record the **Public counter number** \_\_\_\_\_ and the **Protective counter number** \_\_\_\_\_.
- Confirm **Emergency Ballot Box** is empty, close emergency ballot flap and **lock** the door.
- Place new Wire Seal on Emergency Ballot Box. Record **Seal number** on *Security Seals Report* in the appropriate slot under the "**Polls Closed Seal /Tag Number**" Column.

### CLOSING THE ELECTION:

- Remove the red USB/Printer Compartment seal.
- Unlock the access panel door and press "**Close Polls**" button.
- Hit red "**close polls**" button on screen. It will automatically print two "*Results Reports*".
- After reports are generated, press the red "**Finished-Turn-off**" icon.
- Sign one copy of the Results Tape. Place the signed copy of the results tape in the *Security Pouch* and post the second tape on the Results poster on the wall.
- Once screen turns BLACK remove the **jump drive** and place it in the *Security Pouch*.
- Close and lock the USB/Printer Compartment door.

### LOCKING UP SCANNER:

- Lower Monitor Screen to closed position. Lock in place.
- Lower the External Top Lid. Lock in place.
- Place new top lid wire seal through the lid slot. Record **Seal number** on *Security Seals Report* in the appropriate slot under the "**Polls Closed Seal /Tag Number**" Column.
- Unplug the machine from wall.

### SECURING BALLOTS:

- From the *Main Ballot box* door, remove the blue sticker seal.
- Unlock and open *Main Ballot box*. Remove the blue *Voted Ballot Container*.
- Confirm that the *Main Ballot box* is empty and lock the door.
- Close the lid flaps, lock the lid of the blue *Voted Ballot Container*.
- Place a new wire seal through the top of the blue box. Record **seal number** here: \_\_\_\_\_.

### SECURING EMPTY MAIN BALLOT BOX:

- Place new wire Seal on the *Main Ballot Box*. Record **Seal number** on *Security Seals Report* in the appropriate slot under the "**Polls Closed Seal /Tag Number**" Column.

### SECURING THE BMD:

- Close down and turn off the BMD machine. Slide BMD tray in and tighten the bolts. Place keys in *Security Pouch*.
- Place the canvas cover over the auto cart unit. Sign the bottom of the *Security Seals Report*.

### SECURITY POUCH / VSS BINDER:

- Make sure the tapes, keys and jump drive are in the *Security Pouch(s)*. Remove final blue seal from the *Security Pouch* and record number here: \_\_\_\_\_. Place blue seal over the zipper of the *Security Pouch*.
- Make sure all other items are back in the *VSS Binder*. Bring VSS Binder and the blue *Voted Ballot Container* to the Chair of the lowest Election District.

# DS-200 Closing Procedures *(continued)*

## Securing Seals and other Envelopes

1. Place the BMD keys, DS-200 keys, machine tapes, and jump drive in the **Clear Results Pouch**.
2. **Record** the blue seal number used to seal the **Clear Results Pouch** on the bottom of the **Closing Instructions**.
3. Sign the **Security Report** and return it, along with the **Closing Instructions**, to the **Green Security Binder**.
4. Deliver the **Blue Voted Ballot Box** and the **Green Security Binder** to the district table with the lowest Election District Number.

## Check List for Return Supplies:

In the **Results Pouch** should be (**ONLY**):

- BMD Key
- DS-200 Key
- Tapes (zero/results)
- Jump Drive

**\*Please make sure that the Results Pouch is in the Security Binder before proceeding\***

Bring the Security Binder to your District Chair – they will place it in the **SIDE POCKET** of the Red District bag

**The Chairperson for each election district is responsible to return the bag(s) to the Board of Elections.**

# BMD Diagram



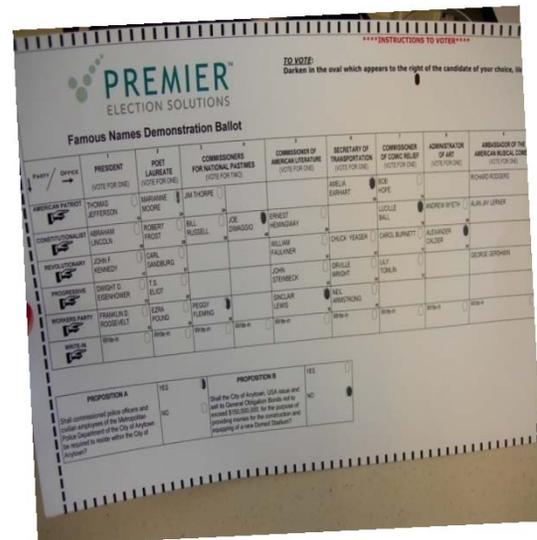
# BMD Procedures

The BMD supplies will be in the yellow BMD accessory pouch located in the gray plastic tote on the machine cart.

## You should have the following:

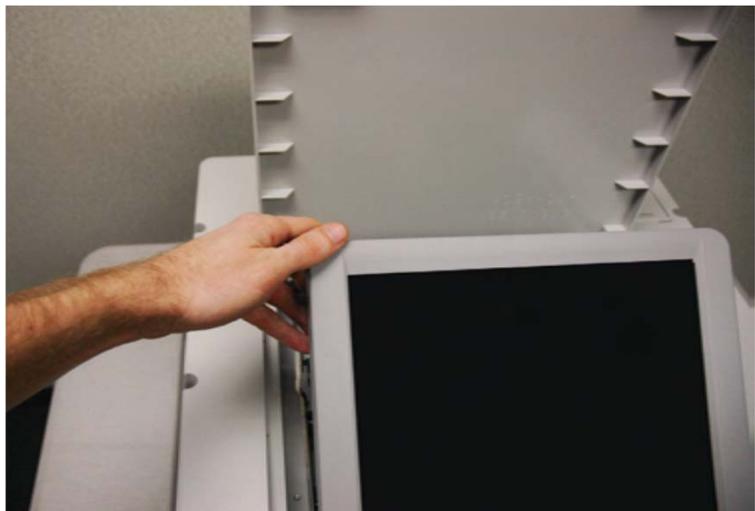
- Brass BMD Keys
- Accessories Pouch
- *Instruction Manual*

*The accessory pouch should be stored in the gray plastic tote during the day, along with the security binder.*



# BMD Set Up

- Loosen the tray bolts under the BMD.
- Slide out machine shelf and tighten bolts back up.
- Using key, turn to “ON” position and place the key back in to the Security Pouch.
- Slide the latches on top of the unit outwards to unlock the touch screen cover.
- Lift the lid on the front to reveal the touch screen.
- Lift up the monitor until it is out of the compartment.
- Close the lid behind it
- Adjust the touch screen so it is at a comfortable viewing level.



# BMD Set Up (continued)

- Lower the feed tray below the touch screen by first **lifting up** then lay it flat.
- Make sure that the unit is plugged in. A **red** light should appear on your on/off switch.
- If you have an **amber light** you need to **check your power source**. The cord may not be plugged in properly. Check the power strip on the cart.
- If you are **unable to correct** the amber light, **call us at 347-1070**.
- The primary set up is now complete.

***NOTE: the screen will remain blank for approximately one minute while it initializes.***



# BMD Set Up (continued)

## Headphones

- The headphones connect to the unit via the ports below the keypad.
- Insert the headphone port into the smaller opening beneath the word "Audio."
- You will also be supplied with small ear covers for the headphones, which visually-impaired voters use.



## Privacy Screen

- Velcro the white privacy screen to the cart around the BMD to ensure privacy for your voters.

# BMD Accessories

The ballot marking device is equipped with accessories to assist individuals with a variety of disabilities:

## For the Visually Impaired:

- A **headset** is provided so that the voter can have the ballot read to them and they can make their selections via the keypad. The screen can also be turned off so that others cannot view their selections. (*This can be done by pushing the diamond-shaped button marked 'Screen' on the keypad*) The BMD also offers Braille on the keypad. Ear covers for the headphones are provided for the voters use.

## For Persons with Disabilities:

- **Sip-n-puff**

Some individuals in wheelchairs use this device in their daily lives to assist them in communicating and maneuvering. They sip or puff on the straw to make their selections.

- **Rocker Paddle**

This tool is available for individuals with limited motor dexterity. Many of these individuals are well versed in how to use the rocker paddle. They can maneuver through the screens with just a few variations to touching the rocker paddle.

- **Stylis**

This wand has a large bulbous end for voters with limited grasping power. The other end is rubberized for them to use to make their selections on the touch screen.

# Disability Etiquette

Sometimes you will serve voters who have a disability or use a service animal.

Remember that it is your responsibility to serve these voters courteously, and do everything you can to make their voting experience as easy as possible.

## Here are some tips for assisting voters with disabilities:

- **Be considerate** of the extra time it might take for a voter with a disability to vote.
- **Give undivided attention** to a voter who has difficulty speaking – don't rush them. Be patient; listen carefully.
- **Speak directly** to the voter with a disability, not to their companion who has come to help.
- **Provide** the voter with **option** of using the **Ballot Marking Device** if that would be appropriate.
- **For hearing-impaired voters:** make sure that you have a pen and paper available to assist in communicating. Face the person when speaking to them. If needed, tap them gently to get their attention.
- **For individual with a service animal:** address the person, not the animal; Do not pet the animal.

**People with disabilities want to be treated like everyone else.**

### How to refer to them:

They are not disabled persons – they are “persons with disabilities.”

Don't say “Blind Man or Deaf Man “– say “person who is deaf or person who is blind” or “person in a wheelchair” etc.

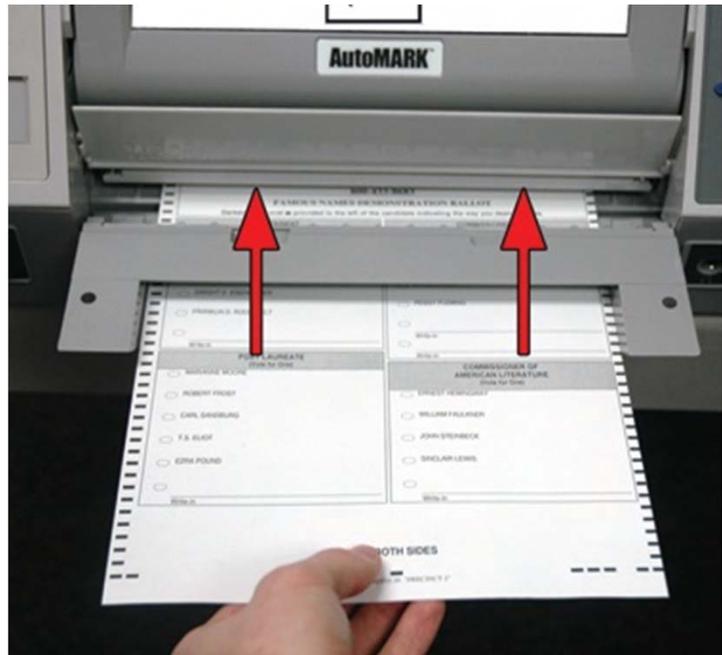
# Procedure for a BMD Voter

- **Greet** and **check in** the BMD voter using the regular procedure. Hand them a ballot and privacy sleeve. **Escort** the voter to the BMD machine.
- **Give** the voter brief **instructions** on how the BMD machine operates.
- **Ask** the voter if you can assist them. **If you assist** with their selections or are able to see their selections, you need to be paired up in your **bi-partisan team**.
- **Allow** the voter time to vote; **answer** any questions.
- **Provide** the voter as much **privacy** in their voting process as possible. *During this time, resume your standard duties as an inspector.*
- **Alert the voter** of your whereabouts and have them signal you if they have any questions.
- **If the voter requires assistance** at the machine after they have begun voting, locate your partner and **provide bipartisan** assistance to ensure their privacy is not compromised.
- The voter must **eject the ballot from the BMD** and get in line to run their ballot through the DS-200.
- Once the process is complete, make sure that the voter is set to leave the poll site; assist if necessary.
- **Verify** that the **light** to the BMD is always **green** throughout the day.
- Follow this procedure throughout the day.

# Voting on the BMD

Insert a blank ballot into the ballot feed tray below the touch screen.

The ballot can be fed into the machine upside-down or right-side up. The machine can read both sides of the ballot.



The Instruction screen appears with the election name at the top of the screen.



# Voting on the BMD (continued)



To make a selection, touch the circle next to a candidate's name. The voter has the option of using the touch-screen or the keypad to make their selections.

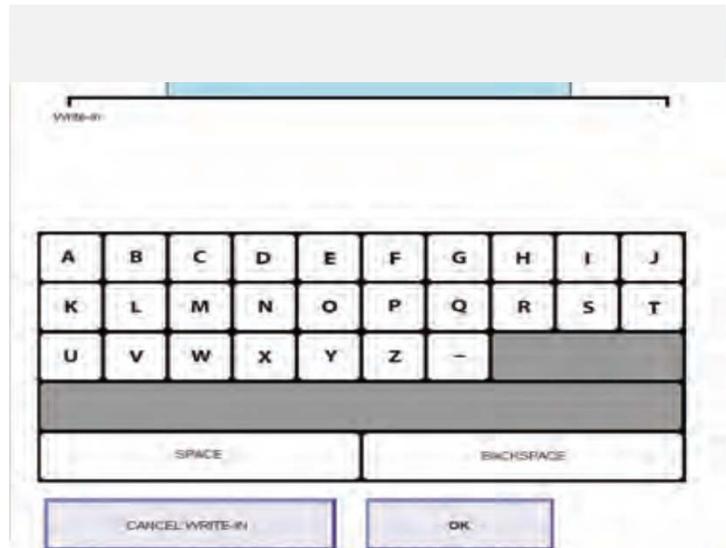
- If using the keypad, press the up and down buttons to scroll through the candidates.
- Press **"Select"** to mark that candidate. Your selection will appear in yellow.
- Some races have more candidates than can be displayed on the screen, the BMD will present the voter with **"MORE"** and down arrows, the voter must **press MORE** to view the remaining names.
- Press the **"Next"** button to advance through the ballot after you have made your selections. The BMD will alert the voter that they have under-voted or over-voted in any races where there are to be two or more selections made.
- Use the **"Back"** button to return to a previous screen to make any changes.

# Voting on the BMD (continued)

## To enter a write-in:

Touch the “Write-In” circle, a keyboard will appear on the screen.

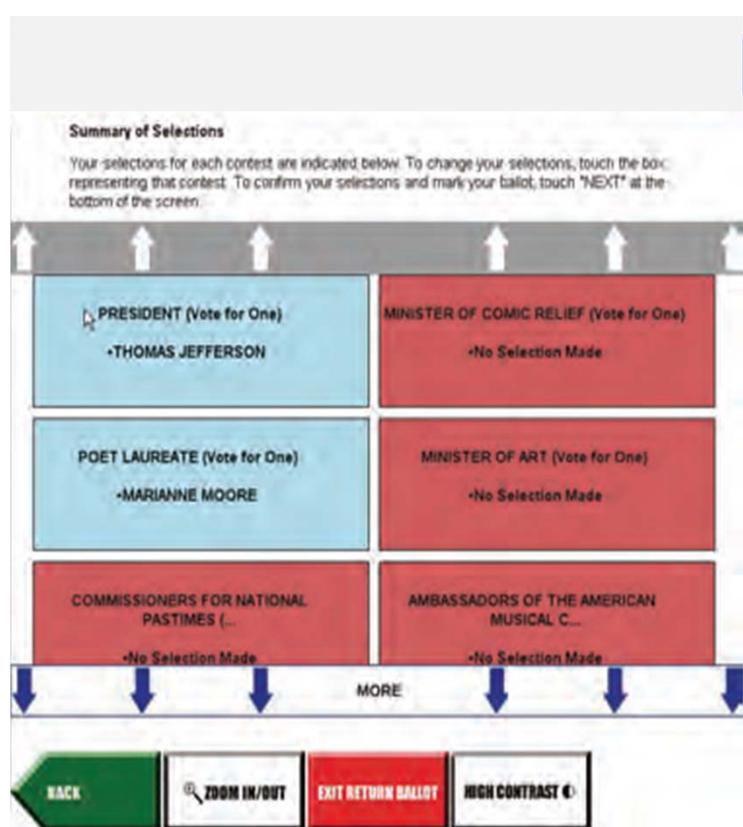
Type the candidate’s name. When finished, touch “OK.”



A summary screen appears at the end of the ballot.

If you want to change a selection, touch that race and you’ll be returned to the corresponding screen.

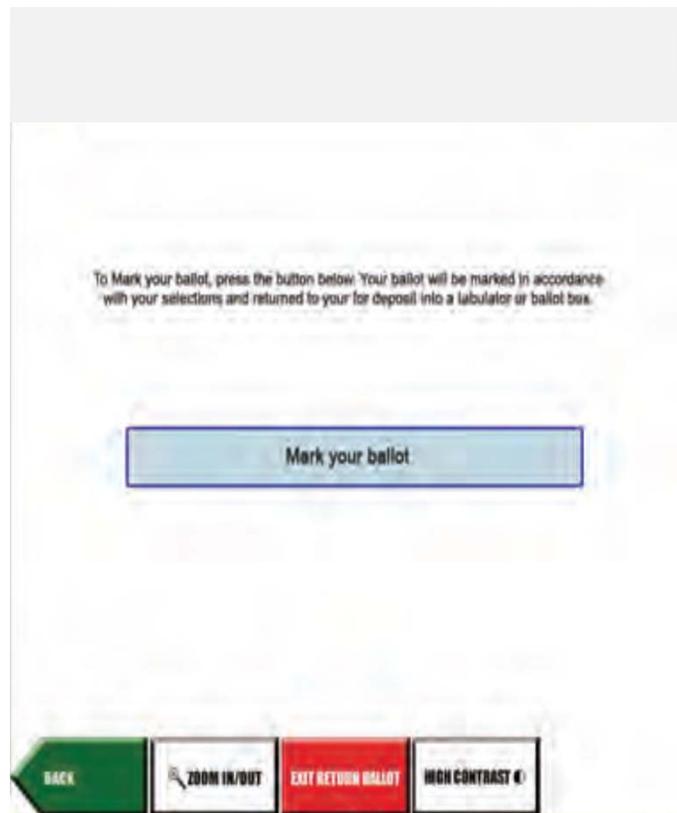
Races shown in red are an indication that you have under-voted or not voted at all. Blue are voted races.



# Voting on the BMD (continued)

- If you make changes to your selections, when you return to the summary screen your new selections will appear in yellow.
- Once you are satisfied with your selections, hit next, this will bring you to the “Mark your Ballot” screen.
- Touch “Mark your ballot.” A processing screen appears while the unit fills in the circles next to your choices.
- Once complete another summary screen will appear, hit “next”.
- The marked ballot will automatically be ejected from the BMD.

The BMD voter should get in line to run their marked ballot through the DS-200 voting machine.



# Possible BMD Machine Errors

The Ballot Marking Device may malfunction for various reasons.

## BMD Troubleshooting:

- **Error message:** *Ballot not recognized. Please contact an election official for assistance.*
- **Solution:** Wait for ballot to eject and reinsert ballot. If ballot was folded or bent and machine will not read it after 2 or more attempts, void the ballot and reinsert a new one.
- **Error message:** *Printer error. Please contact an election official.*
- **Solution:** Insert key, turn to 'test', touch 'eject ballot', turn key back to 'on' position, void ballot, insert fresh ballot, allow voter time to vote again.

**If the BMD does not readily eject the ballot, causing some sort of paper jam, please call us immediately at 347-1070.**

## BMD Closing Procedures

Please see the opening procedures for the BMD machine and follow all of the steps in reverse to shut down the BMD machine. Please call the Board of Elections at 347-1070 with any questions.

# GLOSSARY OF TERMS

**Abandoned Ballot** – A ballot that is found in the polling site, but NOT in or near the scanner of any voting machine. An abandoned ballot must be placed in the “Abandoned Ballot” envelope and delivered back to BOE.

**Absentee Ballot** – A paper ballot issued by the BOE, prior to Election Day, for voters who will be out of the County or in County but ill.

**Affidavit Ballot** – A paper ballot issued to a voter who is otherwise not in a Poll Book but who lives in the ED. After the voter has marked the ballot, it is placed in an affidavit envelope, sealed, signed, and then placed in the “Affidavit Return” envelope.

**Ballot Marking Device (BMD)** – A device that creates a marked paper ballot that is a result of voter interaction with video and/or audio prompts. This machine does NOT count the vote.

**Bipartisan** – A team or group made up of two parties. (e.g. when opening red district bag, a Democrat and a Republican must be present.)

**Court Orders** – When a voter is not in the poll book but does NOT want to vote via affidavit ballot, they must first obtain a court order.

**DS-200** – The voting machine that scans, counts and stores the ballots on Election Day.

**Election District (ED)** – The smallest political unit usually comprising neighborhoods and indicated by a number (e.g. SD 21). Voters must vote in their ED.

**General Election** – An annual election open to any registered voter.

**Hispanic District** – A poll site determined by census figures that possess over 5% Spanish-speaking population.

**Opening Zero Tape** – The paper receipt produced from the voting machine before the polls open.

**Pay Voucher** – A form that inspectors must sign in order to be paid. It is found in a green payroll envelope.

**Poll Book** – The ledger containing a voter’s name, address, and signature in which a voter must sign before they are allowed to vote on the voting machine. In a Primary, all eligible voters enrolled in each party having a Primary will be in separate Poll Books, color coded and labeled by party.

**Polling Site** – A location where voting occurs. A voter has a unique polling site. Election Inspectors are assigned to a polling site where several election districts can be at once.

**Primary Election** – An election within a party for an office or offices. The winner appears on the General Election ballot.

**Privacy Booth** – Metal stand where voters go to mark their ballot.

**Privacy Sleeve** – manila or red folders used to keep the voter’s ballot private while going to the voting machine. A person with a red privacy sleeve should NOT be voting on the DS-200 machine. Their ballot needs to be placed in a filled out affidavit ballot envelope.

**Sample Ballot** – A paper diagram of the ballot face.

**Voided Ballot** – A printed, marked ballot that is rejected by a voter. The voter writes “void” across the ballot, places it in a “voided ballot” envelope and returns it to the election inspector.

**security binder** – Packets containing voting machine keys to be picked up prior to election day by an assigned VSS.

**Special Ballot Application** – A purple application that allows poll workers to vote via absentee ballot prior to election day.

**Street Guide** – Listings with house numbers and streets within an ED.

**Stub Number** – The number appearing on the tab in the pre-printed ballot packs.