

Chief Judge Briefing Notes – Addendum (Revised 4/23/16)

Monday Night

- Plug phone in as soon as you arrive and leave plugged in until everything is completed – Ballot Bins picked up, Closing Judges left and everything else packed in the cart. It should be the last item put into the cart.
- Be sure to setup at least three (3) seats for voters to vote using the cardboard privacy screens. (Not provisional).

Voting Equipment

- Do not leave the BMD plugged in overnight; EPB's & Scanning Unit are left plugged in and charging.
- EPB Supervisor's Password is in the EPB Printer case with the EPB Integrity Report
- Remember to pull back on sheath to remove the plug from the back of the BMD Tuesday night
- Do not open the Scanning Unit Monday night
- Prepare the Scanning Unit first thing Tuesday. Turn the unit on; if any error ("Invalid") message(s) appear call BOE immediately on 240-777-8543
- Scanning Unit attended at all times, BMD only when in use by a voter
- At the BMD – it is the judge's responsibility to select the precinct (Consolidated only) and ballot style.

Check-in

- Voter needs to sign the VAC after verifying the information is correct and **prior** to the judge initialing and highlighting/circling the VAC

- Check-in for provisional voter – on EPB select the party voter is claiming – Tap on “Select Party” before tapping on “Select Paper Ballot”
- Circle the Ballot Style to be issued (the party voter is claiming) and highlight word “Provisional” & stars
- Entering Judge’s Name, please use First initial and Last name; if judge’s have same initial and last name – enter the whole name.

Ballots:

- Ballot Bins arrive sealed, secure with tamper tape Monday night and seal Tuesday night.
- Use two the Specimen Ballot Handouts to post on the wall – post one showing the front side and the other showing the back
- You will receive 2 bins per Scanner.
- More ballots are being provided to each precinct. They will be packed in the Orange Supply Bag and labeled with yellow highlight. Monday night, add this amount to the amount shown on the Ballot Certificate.
- Call BOE when you open the next to last pack of ballots for any ballot style.
- Use Ballot Template to issue ballots. Pre-load ballots in the privacy sleeves for the morning rush (Use students to consistently recycle sleeves
- Spoiled Ballots – marked as shown in training, do not mark a torn ballot spoiled while it is on the pad – it will bleed through.
- Unused ballots are locked in the Transfer Cart Tuesday night – not returned to BOE.
- Use large zip lock bag to return all ballot pad stubs – do not throw away

Other Items

- Complete all paperwork for each task/function and send back in the appropriate place
- Jar openers to disassemble voting booth legs
- Use large zip lock bag to return all ballot pad stubs – do not throw away
- Use black ink pens – not pencils, remove caps to lessen people taking them
- State VACs packed in box in Cart not in supply bags, leave in cart until needed – use only if Printers not working
- Comment Cards – ask voter to complete them. Good job for FV students
- Don't stand too close to the voter that their privacy is invaded at the Scanning Unit and BMD.
- Setup a stop line so each voter can stand at the Scanner without someone right behind them (3 -4 ')
- Videos, FV Guidelines on EJ Connection
- SBE Greeters may be dispatched to some precincts – we will notify you on Monday, if you are getting a greeter