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Voting Unit Area Overview

Voting Operations Judges working in the Voting Unit area facilitate electronic voting and maintain security in and around the Voting Units and ensure that each Voting Unit is functioning properly.

Voting Unit Pre-Election Set-up

Election Judges work as a team to set up the Voting Units during the pre-election meeting the Monday night before Election Day. See *Chapter 7 – Getting the Voting Units Ready* for details.

Election Morning Set-Up

- Complete and use the name badges provided. Do **NOT** indicate your party affiliation on your badge. Indicate any additional language proficiency**.**

- Sign in on the *Payroll Sheet* provided by the Chief Judge. **Be sure to sign in** or you will not be paid!

- Working in bipartisan teams of two or more led by the Chief Judges, open the Voting Units by following the step-by-step procedures under *Opening the Voting Units on Election Day* in Chapter 7 and the *"Voting Unit Procedures Checklist"* in Chapter 10.

During Voting Hours

Courteously greet each voter and confirm that every electronic device is turned off. Ensure each voter has both the *Voter Authority Card* (paper) and Voter Access Card (plastic).

- Ask each voter: "Are you ready to vote?"
  - If the voter answers "No,"
    - direct the voter to the information table area and offer the voter a sample ballot.
    - direct the voter to the information table area where they can learn how to use the Voting Unit.
  - If the voter answers "Yes," ask for the voter's *Voter Authority Card* (paper) and verify that it has been signed by the voter and initialed by a Check-In Judge.

- Ask the voter if any assistance is needed (e.g. VIBS unit).

- Ask if the voter would prefer to vote while seated. If so, escort the voter to a seated Accessible Voting Unit.

- Escort each voter to an available Voting Unit. Use all of the Voting Units assigned to your precinct.

- Show the voter where the Voter Access Card (plastic) must be inserted into the Voting Unit, and listen for the “click” that indicates proper insertion.

- Wait for the “Instructions” page to appear before leaving the voter. In a primary election, check that the correct party ballot is noted at the top of the instruction page. If the voter is using an audio ballot, wait until you are sure that the voter is listening to the ballot with the headphones. Move away from the screen before the ballot appears.

- Initial and write the Voting Unit number on the space provided on the *Voter Authority Card* (VAC).

- Place the *Voter Authority Card* (VAC) in the VAC envelope.

- When the voter is finished voting, collect the Voter Access Card (plastic). **Make sure that voters do not leave the polling place with Voter Access Cards (plastic) or *Voter Authority Cards* (paper).**

- Answer voters’ questions and provide any requested assistance. **If you are unsure about any issue or do not know the answer to any question, ask a Chief Judge for assistance.**

Voters Requiring Assistance

Voters requiring assistance because of physical disabilities or an inability to read may have someone help them.

- The voter may select any individual to provide assistance, as long as the assistant is **NOT** the voter’s employer, an agent of that employer, an officer or agent of the voter’s union, or a challenger or watcher.

- Two Election Judges of different political parties may also assist a voter.

- Any individual providing assistance is prohibited from suggesting how the voter should vote on any contest or ballot initiative question.

- Complete a *Voter Assistance Form* if the voter requires the assistance of another person.

- Children **age 18 and over** must complete a *Voter Assistance Form* in order to accompany voters including a parent into the voting booth.

How to Vote Using the Voting Unit Screen

If a voter needs instructions on how to vote on the Voting Unit, explain that:

- The Voter Access Card (plastic) must be inserted into the Voting Unit.

- There are various options as to how the ballot can be presented:

- The default language is English. A ballot presented in Spanish can be chosen by pressing the “Spanish” button in the middle of the screen.

  - A magnified ballot is available by pressing the “**Large Text**” button at the bottom of the instruction page.

  - A black and white ballot is accessed by pressing the “**High Contrast**” button at the bottom of the instruction page.

- Selections are made by touching the screen, either on the box next to a selection or on a candidate’s name or ballot question response.

- **There are instructions at the beginning of the ballot. To return to the instructions at any time, press the “Instructions” button at the bottom of the Voting Unit screen.**

- Once a selection has been made, an “**X**” will appear on the screen. There must be an “**X**” next to a selection for that selection to be recorded when the voter casts the ballot.

- The voting system prevents overvoting. The boxes next to unselected candidates in a contest will disappear once the voter has selected the maximum number of candidates allowed for a contest.

- The voter can **deselect** a selection by touching the box next to a selection or on a candidate’s name or ballot question response. This will remove the “**X**” and enable the voter to make another selection.

- The voter can navigate or progress through the ballot by pressing the “**Next**” or “**Previous**” buttons located at the bottom of the Voting Unit screen.

- **The voter will have the opportunity to review the ballot on a summary screen before casting the ballot and may change any selections at any time before casting the ballot.**

  – Under-voted contests and contests for which the voter has not voted will appear in red. “**No Votes Cast**” will appear in each under-voted position.

  – To change a selection, press the box associated with the contest or ballot initiative. The voter will be taken to the screen with that contest or ballot initiative.

  – Press the “Next” or “Previous” buttons to review the rest of the ballot or press the “Summary” button to return to the summary screen.

- Once the voter presses the “**Cast Ballot**” button, several seconds will pass before the Voter Access Card ejects. A confirmation screen indicating that the ballot has been cast will appear until the Voter Access Card is removed from the card reader slot.

Tell the voter that once the “**Cast Ballot**” button is pressed, the voter has voted. The voter cannot be issued another Voter Access Card to vote again, even if the voter made a mistake. Notify a Chief Judge immediately if the voter has a complaint.

- If a voter does not touch the Voting Unit screen for two minutes, a warning screen will appear with the instruction that the voter must press the “Resume” button before the 30-second timer at the top of the Voting Unit screen reaches zero.

- If the voter does not press the “Resume” button before the thirty-second countdown ends, the ballot will be cancelled and the Voter Access Card will be ejected.

- **Notify a Chief Judge immediately if the voter’s ballot is cancelled.** Remind voters who have been at the Voting Unit for a period of time to be aware of the time out function.

- Ask the voter to raise their hand if they have any questions or require additional assistance while in the voting booth.

Voters Requiring Instructions at the Voting Unit

- **If a voter is already at a Voting Unit and requests instructions on how to vote on the unit, approach and attempt to assist the voter from the opposite side of the privacy screen. Do not look at the voter’s Voting Unit screen**.

- If the voter continues experiencing difficulty in operating the Voting Unit, two judges from different political parties may view the voter’s Voting Unit screen and give instructions after filling out a *Voter Assistance Form*.

- Election Judges **MAY NOT** suggest how the voter should vote in any contest or ballot initiative.

How to Vote Using the Visually Impaired Balloting System (VIBS)

- Explain to the voter that a keypad will be used to enter selections and that instruction and prompts will be given via headphones. VIBS voters may also choose to hear the ballot in Spanish.

- Give the VIBS voter the keypad, and explain that it is a telephone-style keypad with a raised mark on the 5 key.

- Offer the headphones to the VIBS voter, and explain that there is a volume dial on the cord.

- Tell the VIBS voter that the Voting Unit screen will not show the voter’s ballot.
  Note: The words “Audio Ballot In Progress” will appear in the middle of the screen.

- Explain that an audio introduction will begin immediately after the Voter Access Card is inserted. This introduction will include the name of the election and details on how to navigate through the audio ballot.

- Tell the VIBS voter that there will be an option to review the completed audio ballot before casting it. Remind the voter that the Voter Access Card will be ejected from the Voting Unit once the audio ballot has been cast.

- Remind VIBS voters to request assistance by raising a hand.
- When the VIBS voter has finished voting, ask if assistance is needed in exiting the polling place. Be sure to retrieve the Voter Access Card**.**

Write-In Voting (General Elections Only)

If a voter inquires about Write-In voting:

- Refer the voter to the posted Write-In Instructions and the Write-In Candidate List.
- Answer any questions on the procedures but **DO NOT** refer to the name of any particular candidate (or the office sought) in advising or instructing a voter who has asked about Write-In voting. If it is necessary to use a name as an example in advising a voter, use a name such as "John Q. Smith" or a name other than that of a known candidate.
- Emphasize that the voter should enter the complete name of the individual for whom the voter wishes to vote.

> If a voter knows the last name but not the first name of the candidate for whom they wish to vote, refer the voter to the list of Write-In candidates.

To cast a Write-In vote on the Voting Unit, the voter should:

- Select "**Write-In"** on the screen.
- Read the instructions at the top of the screen.
- To enter in a candidate's name, TOUCH the letters to make up the candidate's name. To correct any errors, TOUCH the "Back" button.
- TOUCH the "Record Write-In" button at the bottom of the screen.
- The name entered by the voter will appear in the "Write-In" box on the ballot.
- To cancel a Write-In vote if the voter has not yet pressed the "Record Write-In" button, TOUCH the "Cancel" button at the bottom of the screen and return to the contest on the ballot.

Casting a Write-In Vote on the VIBS

Give the following advice to a voter who wishes to cast a write-in vote using the VIBS equipment:

- When the list of candidates is heard, select "**Write-In**" by pressing 5 on the keypad.
- Follow recorded instructions for using the keypad to enter a Write-In candidate's name.

- The letters are similar to a standard telephone keypad:
  - Letters a-f are assigned to keys 2 and 3.
  - Letters g-o are assigned to keys 4, 5 and 6.
  - Letters p-z are assigned to keys 7, 8 and 9.
  - To enter a space press “1”.
- Cycle through the letters assigned to a specific key by pressing the key multiple times until the letter you desire is heard.
- Pause when your desired letter is reached for more instructions.
- Use the keypad instructions to enter, change, and confirm each letter in entering a Write-In candidate’s name.
- If you wish to change your vote, you must follow the recorded instructions for changing a vote, including a Write-In vote, **before casting a ballot**.

Voters Requiring Assistance with Write-In Voting

- Have the person assisting the voter sign the *Voter Assistance Form* or if two Election Judges of different political parties are serving as the voter’s assistants, both Election Judges must sign the form and indicate their party affiliations.
- If a voter wishes to record a Write-In vote but is unable to write or type the name of the candidate, this inability constitutes a physical disability and entitles the voter to receive assistance. If the inability to write or type is the only physical disability involved the assistance should be limited to writing or typing the Write-In vote(s), and no assistance should be offered or given in connection with the casting of other votes by that voter.

  Once the voter’s Write-In vote(s) are entered, the person(s) assisting should then leave the booth so that the voter may continue to vote in privacy.
- Do not suggest casting a Write-In vote for any particular office **<u>or</u>** volunteer the name of any particular Write-In candidate or other person, except as indicated in paragraph below:
  - At the Voting Unit, press the Write-In button when the voter states that they want to record a Write-In vote for a particular office.
  - If the voter offers only the candidate’s partial name, ask the voter for the candidate’s complete name.
  - Write or type the complete name, exactly as the voter says.
- Be careful to avoid volunteering or suggesting information about candidates. In other words, if a voter wishes to vote for Mr. Smith, do not, for example, ask whether the voter means Mr. John Q. Smith. However, if a voter knows the last name but not the first name of the candidate for whom they wish to vote, show/read the complete list of Write-In candidates.

- If further instructions are needed on using the Voting Unit, two Election Judges of different party affiliations will give the voter non-partisan instructions, leave, and permit the voter to vote.

Other Activities During Voting Hours

- **Immediately report any problems, uncertainties, or concerns to a Chief Judge.**
- To protect voter privacy, maintain security and ensure ballot secrecy:
  - Strive to keep any line between Check-In and the Voting Units short.
  - After leaving the Check-In table, voters will proceed directly to the Voting Unit area. Voters waiting in line within the Voting Unit area have encoded Voter Access Card*s* and a VAC. Therefore, judges must closely monitor any line and escort voters as quickly as possible to any vacant Voting Unit.
  - Due to the limited number of Voter Access Cards at each precinct, **return voted Voter Access Cards to the Check-In area in a timely manner.**
  - Encourage voters in line to review their Sample Ballots and **be prepared to vote <u>before</u> arriving at the Voting Unit**.
  - **Do NOT** ask to see a voter's open Voting Unit screen ballot.
  - **Do NOT** touch the Voting Unit while a voter is voting.
- While Voting Units are **<u>not</u>** in use, verify that:
  - Each Voting Unit is receiving power. If the power status bar in the lower right corner is green with the message "Charging," the unit is receiving power. **If the power status bar is yellow, orange, or red with a "Battery" message, immediately inform a Chief Judge.**
  - All tamper tapes are present and intact.
  - No trash, graffiti, or other items are left by voters on or around the Voting Units.
  - Voting unit screens are clean – use the microfiber cloth to periodically clean screen.
  - *Voter Authority Card*s (VAC) from each Voting Unit are regularly counted and checked. Use paper clips to batch them into groups of 25 and return them to the outer pocket of the VAC Envelope. This will facilitate the end-of-day closing process. **Be sure that every *Voter Authority Card* (paper) has a voter signature, Voting Unit number, and initials of both a Check-In Judge and Voting Unit Judge in the appropriate areas.** Report any problems or discrepancies to a Chief Judge.

Election Night – Closing the Polls

Normally, elections end promptly at 8:00 pm. The Chief Judges will give the last voter in line a "Last Voter" card, move everyone in line inside of the polling room (if possible), and have a facility staff member lock the door(s). Everyone in line by 8:00 pm must be processed and allowed to vote. **Do NOT close any of the Voting Units until all voters have voted and left the polling place. If voting hours are extended all voters arriving after 8:00 pm must vote provisionally.**

After all voters have finished voting, judges must:

- Remove the *Voter Authority Card (VAC) Envelope* from each Voting Unit.
- Record the number of "Ballots" shown at the bottom of the Voting Unit screen in the space labeled "Ballots (from the Voting Unit Screen)", on the bottom line of the *Voter Authority Card (VAC) Envelope* coversheet.
- Count and re-check the VACs in the envelope. (If a primary, separate and count by party.) Paperclip them in stacks of 25. Enter the count(s) on the *Voter Authority Card (VAC) Envelope* coversheet. (If a primary, enter the total number of *Voter Authority Cards* by party on the coversheet.*)*
- Return the sorted and counted VACs to the envelope.
- Transfer the numbers from the *Voter Authority Card (VAC) Envelope* coversheet to the *Voter Authority Card (Paper) Worksheet*.
- Repeat this procedure for each Voting Unit, ensuring that the VACs for each Voting Unit are returned to that Voting Unit's envelope.
- Total each column on the *Voter Authority Card (Paper) Worksheet*. Return to the Chief Judges.
- Give the envelopes to the Chief Judges.
- Pack supplies and, as instructed by the Chief Judges, assist in taking down the Voting Units and placing them onto the cart with the luggage handles facing out.
- Assist the Chief Judges with any other assigned tasks.