

# 2016 Election Judges' Manual



Revised 2/16/16

## **Chapter 8** **Voting Judges**

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# Voting Judges

## Overview

Voting Judges will perform various tasks within the voting area and will rotate as directed by the Chief Judges. Responsibilities include escorting voters to the voting booths or Ballot Marking Device, assisting with line management, assisting voters who have spoiled a ballot and working with voters as they cast their ballot at the Scanning Unit.

## Pre Election Set-up

On the Monday night before Election Day all judges will report to their assigned precinct to set up the polling place. The standard meeting time is 6:30 p.m., however Chief Judges will contact each judge at least one week prior to the election to confirm the exact time of the pre-election meeting.

Attendance at the pre-election meeting is **MANDATORY**. **The meeting will last about 2 hours. All tasks are directed by and supervised by chief judges.**

With the exception of the items picked up by the Chief Judges, all precinct supplies and equipment will be delivered to the precinct. The Equipment Transfer Cart will contain the Scanning Unit, one or more Ballot Transfer Bins (containing ballots), the Ballot Marking Device(s) and the supply bags. The BMD/ADA Table will be packed on the top of the cart. The voting booths will be delivered along with the cart, but not packed inside. The electronic pollbooks will be delivered separately.



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It is recommended that three judges remove the Scanning Unit from the Equipment Transfer Cart, since the unit is top-heavy and might tip.



1. Set up the voting judges table with the following items from the **Green** Supply Bag:
  - A. Extra pens;
  - B. Paper clips;
  - C. Clipboards; and
  - D. Magnifiers.
2. Remove the voting booths from the blue packing boxes. Save the packaging for repacking the booths.



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3. Under the guidance of a Chief Judge and using the Polling Place layout diagram, set up the voting booths. Set them up to ensure voter's privacy while voting.



4. Set up an area for seated voting, using a table and privacy screens.



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5. Set up the Ballot Marking Device following the procedures outlined in *Chapter 12 Ballot Marking Device (BMD) Set Up and Closing*.



### **Election Morning Set-up**

**All tasks are supervised by chief judges.**

**Arrive by 6:00 a.m.**

**Make sure you sign the Payroll Sheet.**

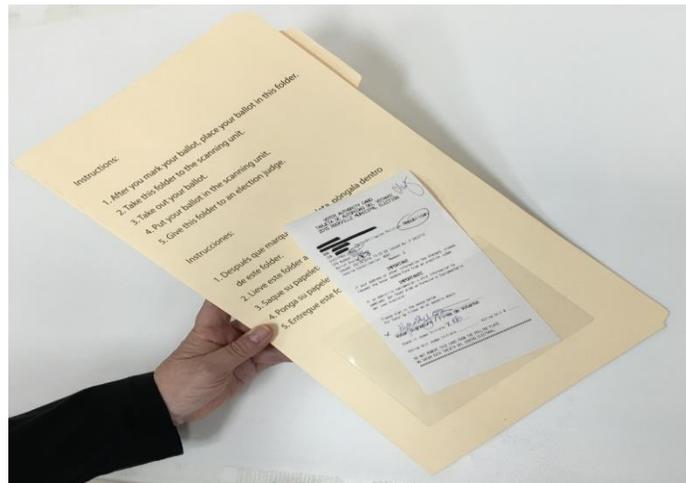
1. Assist in setting up for the election as assigned by the chief judges, including:
  - A. Posting the outside signs; and
  - B. Completing and using the name badge provided. Do **NOT** indicate a party affiliation on the badge. Indicate any additional language proficiency.

**⚠** Work together so that your polling place is ready to open by 7:00 a.m.

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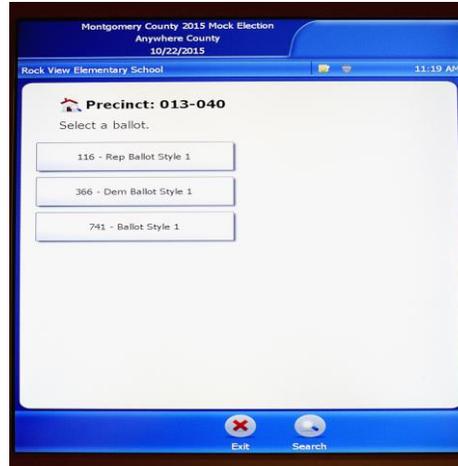
## During Voting Hours

1. Immediately report any potential issues to the chief judge.
2. Verify that the voter has a privacy sleeve; the VAC has been signed by the voter and initialed by the check-in judge and ballot judge.



3. Direct or escort voters to a voting booth or Ballot Marking Device (BMD) to mark their ballots.
4. Answer voters' questions and appropriately provide assistance when asked by voters.
5. Provide instructions to voters on how to make their selections on a paper ballot; refer to *Chapter 13 Marking a Ballot by Hand*.
6. Provide instructions to voters on how to use the BMD to mark their ballot; refer to *Chapter 14 Using the Ballot Marking Device*.
7. Using the voter's VAC, select the correct precinct (for consolidated precincts) and/or ballot style from the list shown on the BMD.

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8. The voting judge assigned to the Scanning Unit
  - a. Verifies the ballot style and initials the VAC and
  - b. Provides instructions to voters on how to insert and cast their ballot into the Ballot Scanner; see *Chapter 15 Casting Ballots*.

**⚠ Never leave the Scanning Unit unattended. A voting judge assigned to the Scanning Unit must stay stationed at the Scanning Unit until:**

- The voting judge is relieved by a chief judge; or
  - A chief judge replaces the voting judge with another voting judge.
9. Protect voter's privacy and the secrecy of the ballot:
    - A. **Do not** look at or ask to see the voter's marked ballot.
    - B. **Do not** look at or ask to see the BMD screen when a voter is voting.
    - C. Stand to the side of the BMD, voting booth, or Scanning Unit when assisting voters.

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10. Direct or escort voters to the Scanning Unit to cast their ballots.
11. Assist voters requesting a replacement for a spoiled ballot.
12. When a BMD is not in use, verify that it is charging.
13. Verify that tamper tapes and seals are present and intact.
14. Ensure that there is no trash, graffiti, or other items left by voters in voting booths or anywhere else in the voting area.
15. Keep the touchscreen of the BMD clean. Use the cloth provided to periodically clean the screen.
16. Count the Voter Authority Cards (VAC) collected at the Scanning Unit. Use paper clips to batch them into groups of 25. In a primary election, sort the VAC's by party affiliation. Return the batches to the VAC Envelope. Be sure that every VAC has a voter's signature and the initials of a check-in judge, ballot judge and voting judge in the appropriate areas. Report any problems or discrepancies to a chief judge.

### **Spoiled Ballots**

**A voter may be issued no more than three ballots. A voting judge must offer assistance to a voter who has spoiled two ballots. A voter who has spoiled two ballots should be directed to use the BMD.**

A voter may request a replacement paper ballot or ballot activation card (BAC) when:

- A voter wants to make changes to ballot selections after a paper ballot has been marked (or a BAC has been printed);
- A paper ballot (or BAC) is damaged to the extent that a Scanning Unit (SU) will not accept it; or

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- A Ballot Marking Device (BMD) has malfunctioned or a BAC fails to work.

If a voter requests assistance with voting a ballot, a bipartisan team of election judges or someone designated by the voter can provide assistance. A *Voter Assistance Form* must be completed.

**Note:** A voter's BAC may be reused on a Ballot Marking Device that has timed out and has no ballot selections.

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### Replacing Ballots and Ballot Activation Cards (BACs)

When a voter asks for a replacement paper ballot or BAC a voting judge shall:

1. Collect the voter's VAC and tell the voter to spoil the ballot or BAC;
  - A. Provide the voter with a black marker and tell the voter to spoil the ballot as follows:

For regular paper ballots: Tell the voter to fill in all of the ovals for each contest (over vote all contests) and write "spoiled" on the ballot;



For Ballot Activation Cards: Tell the voter to use the marking pen to cover up all selections. Assist the voter with this, if necessary.

**Note:** Printed ballot activation cards will only show the voter's selections. Therefore, all selections must be covered to protect the voter's privacy. Also, cover the barcode if one appears on the ballot activation card; and

2. When the voter has spoiled the ballot, the voting judge will take the voter's VAC and the spoiled ballot to the ballot judge.

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The ballot judge will use the voter's VAC to complete the *Spoiled Ballot Log* and to issue a replacement ballot.

The voting judge provides the replacement ballot or BAC to the voter and should review the procedures for properly marking a ballot or BAC with the voter.

### Closing the Polls

- Count and record the total number of VACs onto the VAC Worksheet and the VAC box sticker;

**Voter Authority Cards, Scanning Unit# \_\_\_\_\_**

Republican \_\_\_\_\_

Democratic \_\_\_\_\_

Unaffiliated \_\_\_\_\_

Total \_\_\_\_\_

Separate VACs by party. Paperclip into stacks of 25. When box is filled or at end of Election Day, complete this form.

**Montgomery County, Maryland**  
 Voter Authority Card Worksheet  
 Presidential Primary Election April 26, 2016

Scanning Unit #1

Count of Voter Authority Cards (VACs)				
VAC Box #	Republican	Democratic	Unaffiliated	Total
1				
2				
3				
4				
<b>TOTALS</b>				<b>A.</b>

Scanning Unit #2

Count of Voter Authority Cards (VACs)				
VAC Box #	Republican	Democratic	Unaffiliated	Total
1				
2				
3				
4				
<b>TOTALS</b>				<b>B.</b>

Total VACs = A + B

A.	+	B.	=	C.
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**Directions:**

- At closing, obtain boxes of VACs.
- Ensure VACs have been sorted by party and paperclipped in stacks of 25.
- If sticker is blank, count VACs and complete sticker.
- Enter numbers of VACs from stickers into appropriate boxes above.
- Total the VACs.
- The Total number of VACs (in applicable bold box above) is entered:
  - On line 11 of the Closing Summary Report
  - In Column D of the Scanning Unit Integrity Report -- Closing

- Place the VAC's in the VAC Box for return to the board of elections;
- Report the number of VACs to the chief judges for the *Closing Summary Report*;
- Pack the voting equipment and supplies;
- Take down the voting booths and return them to the blue packing cases;
- Assist the chief judges with any other tasks they assign to you; and

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- Remember to sign the *Payroll Sheet*.

 Refer to the **Ending the Election** chapter of this manual for instructions on ending the election.