

2016 Election Judges' Manual



Revised 2/16/16

Chapter 9

Provisional Voting

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Provisional Voting

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.**

1. Set up a table for provisional voting in an area that is away from other activity, as indicated on the polling place diagram. Place chairs at the table for the voters completing provisional ballot applications as well as a chair for the provisional judge.
2. Set up provisional voting station(s) with privacy screen(s) for voters completing their ballots. Place it near the provisional table, so that it is under the supervision of the provisional judge. Privacy screens are located in the Blue Sign Bag.
3. Locate the Orange Provisional Voting Supply Bag.
 - A. Open the bag with the following supplies.
 - Provisional ballot packs
 - Provisional ballot applications (with envelope and instructions);
 - Security seals - one for ballot bag (election night) and two for provisional supply bag (one for Monday night and one for election night);
 - Spoiled provisional ballot envelope;
 - Magnifying sheet;
 - Pens for voters to complete applications;
 - Black pens for voters to complete provisional ballots; and
 - Permanent black marker for spoiled ballots.

Provisional Voting

B. Obtain the following items from the Chief Judge.

- *Provisional Job Guide*
- *Provisional Ballot Certificate - Opening*
- *Provisional Ballot Tally Sheet,*

C. Remove the ballot packs and verify that you have received the correct quantities of each ballot style as indicated on the *Provisional Ballot Certificate - Opening*. Count the number of ballots.

 Notify the Chief Judges immediately if you have the wrong ballots or any discrepancy.

Provisional Voting

PROVISIONAL BALLOT CERTIFICATE – OPENING 2016 Presidential Primary Election - Election Day

County: Montgomery

Date: April 26, 2016

District/Precinct: 01-01

Verify Security Seal Number on Ballot Transfer Bag (Orange Bag). Do not remove seal until Tuesday morning		
Verify Seal #	√	Initial
55287		

Verify
and
Initial

Below is a ballot style list for opening. Before the polls open, verify that you have received the number of ballot packs for each style indicated below. **If you cannot verify a number on this list, alert your chief judge and notify the Election Office immediately.**

PROVISIONAL BALLOTS

Ballot Style #	Number of Packs of Each Ballot Style at Opening	Number of ballots (packs x 25)	Verify √
1	5	125	
2	10	250	
TOTAL			

To the best of our knowledge, the information on this form is true and correct.

Provisional Judge: _____

Chief Judge: _____ Chief Judge: _____

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D. Remove the rolled and rubber-banded Orange Provisional Ballot Bag for voted provisional ballots. Verify that the security seal number on the zipper on the top of the orange ballot bag is the same number as indicated on the *Provisional Ballot Certificate - Opening*. Do **not** break the seal. Confirm that the bottom of the orange bag is locked and sealed.

4. Complete and sign the *Provisional Ballot Certificate - Opening*. Ask both Chief Judges to sign the certificate.
5. Repack the ballots and the locked provisional ballot bag in the provisional supply bag. Seal the supply bag.
6. Place the sealed Orange Provisional Supply Bag in the Transfer Cart for overnight storage.

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. Complete and use the name badges provided. Do **NOT** indicate a party affiliation on the badge. Indicate any additional language(s) you speak.
2. Obtain the following items from the Chief Judge:
 - Provisional Voter Authority Card Envelope
3. Unlock the Orange Provisional Supply Bag and remove the Provisional ballot packs.
4. Remove the *Provisional Ballot Application and Instructions* (envelope is attached).

Provisional Voting

5. Remove the **Orange Provisional Ballot Bag** for voted Provisional Ballots. Verify that the bag is locked and sealed. Break the red seal on the **top** of the bag to expose the slot. During the day, voters place voted Provisional Ballots into the bag. **Do not attempt to open the bottom lock.**

Leave the Extended Voting Hours Envelope in the Orange Supply Bag. DO NOT OPEN the sealed Extended Voting Hours Envelope unless instructed by the Chief Judges.

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

⚠ NEVER leave provisional ballots unattended. During voting hours, check the security of the ballots and the ballot bag(s).

Provisional Voting Procedures

1. A check-in judge or chief judge will send voters to the provisional ballot table.

⚠ Under federal law, every voter who claims to be registered and eligible to vote MUST be given an opportunity to vote. The local board of elections will review the voter's application and voter registration record before deciding whether to open and count the ballot.

2. Each registered voter will have a Voter Authority Card (VAC) with a provisional ballot reason code number printed on it. Check that each VAC has "**Provisional Ballot**" printed near the top. If it does not contact a chief judge.

⚠ In some cases, there may be more than one reason for the voter to vote a provisional ballot. However, the pollbook will only print one reason on the VAC. Write the code for any additional reason(s) on the VAC, next to the printed code.

Provisional Voting

3. Check the VAC for the voter's signature and check-in judge's initials.

VOTER AUTHORITY CARD
20XX GUBERNATORIAL PRIMARY ELECTION

PROVISIONAL BALLOT
Reason Code: 3, **2**

BETZKUHNSMAN, TALISHIA DORNE
587 Park Ave. Anytown 99999
DOB: 1/6/1980
ID#: 2314693 Registered Party: Unaffiliated

Assigned Dist/Prec: 001-001-2. CONG=09; LEGIS=54C
EPB Number: 051583

Ballot Issued Dist/Prec: 001-001-2. CONG=09; LEGIS=54C
Ballot Style: **2**
Issued: 03/05/2014 21:14:43 Issued By: DARRYL ROSS SR
Ballot Issued Party: Democrat
Issuing Consolidation: 25001001

Please sign in the space below.

Talishia D. Betzkuhnsman
Voter Signature

Check-in Judge Initials: JAR
Provisional Judge Initials: _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE

Note: A Chief Judge will tell you when a voter does not have a VAC because his or her name is not listed in the statewide register.

4. Complete the "Election Judge" section on the back of the *Provisional Ballot Application*:
 - a. Put a check mark on the application next to the reason code (from the provisional VAC);
 - b. Write the voter ID number (from the provisional VAC) above the Election Judge section on the back of the *Provisional Ballot Application*;

Note: the orange hand-written provisional VAC will not include a voter ID number.

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- c. Write the district/precinct number, the ballot style issued, and your initials in the boxes in the top right corner **OR** verify that there is a pre-printed label with the correct district/precinct numbers and write the ballot style issued and your initials in the boxes in the top right corner;

For Official Use Only	
<p>Election Judge ✓ Check all boxes that apply.</p> <p>A provisional ballot application was issued because the voter was:</p> <p><input checked="" type="checkbox"/> 1. Not listed on the precinct register</p> <p><input checked="" type="checkbox"/> 2. Listed on the precinct register but indicated a change of address</p> <p><input type="checkbox"/> 3. Listed but claims to have a different party affiliation (primary election only)</p> <p><input type="checkbox"/> 4. Listed as an absentee voter or as having already voted</p> <p><input type="checkbox"/> 5. Listed as "Active" or "Inactive" & "Show ID" & unable to provide acceptable ID</p> <p><input type="checkbox"/> 6. Listed as "pending" & "Show ID"</p> <p>Was acceptable ID presented? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, record the type of ID presented.</p> <p><input type="checkbox"/> Photo ID - Address on the photo ID does not need to match the address in #7.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Maryland Driver's License or MVA ID Card - Verify that DL or ID number is printed in #6a.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Other-Photo ID - specify _____</p> <p style="margin-left: 20px;"><input type="checkbox"/> Non-Photo ID - Must be dated within the last 3 months and have the same name and address as listed in #3 and #7.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Utility Bill <input type="checkbox"/> Pay Check <input type="checkbox"/> Bank Statement <input type="checkbox"/> Government Check</p> <p style="margin-left: 20px;"><input type="checkbox"/> Other government document - specify _____</p> <p><input type="checkbox"/> 7. Listed as "pending" & "Need DL#/SSN#" (See instructions for #6.)</p> <p><input type="checkbox"/> 8. Identify challenged & cannot provide acceptable form of ID</p> <p><input type="checkbox"/> 9. Other (explain): _____</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>District/Precinct or Early Voting Center</p> <p style="font-size: 1.5em; font-weight: bold;">17-76</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Ballot Style Issued</p> <p style="font-size: 1.5em; font-weight: bold; color: red;">BS5</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Election Judge</p> <p style="text-align: center;"><i>KH</i> 4/26/16</p> <hr style="border: 0; border-top: 1px solid black; margin: 0;"/> <p style="font-size: 0.8em;">Initials Date</p> </div>

- d. If the voter needs to show ID, you **must** record the type of ID that the voter provided in item #6 on the back of the *Provisional Ballot Application*.

5. **Before issuing a ballot**, give the voter a pen to complete the Provisional Ballot Application;

A. Show the voter the instructions page on the application and tell the voter to:

- Read the instructions page then to tear off and keep it;
- Completely fill out and **sign** the provisional ballot application; and

Provisional Voting

- **NOT** to detach the application (voter registration application) from the envelope.

! Remind the voter to sign the application.

6. Check the application to make sure the application is completed and signed.
7. When the application is complete, select the correct provisional ballot and write the **ballot sequence number** and **your initials** on the VAC. Fold the ballot in half twice and place it in the application envelope.

VOTER AUTHORITY CARD
20XX GUBERNATORIAL PRIMARY ELECTION

PROVISIONAL BALLOT

Reason Code: 3, **2** 1589763

BETZKUHNSMAN, TALISHIA DORNE
587 Park Ave. Anytown 99999
DOB: 1/6/1980
ID#: 2314693 Registered Party: **Unaffiliated**

Assigned Dist/Prec: 001-001-2. CONG=09: LEGIS=54C
EPB Number: 051583

Ballot Issued Dist/Prec: 001-001-2. CONG=09: LEGIS=54C
Ballot Style: **2**
Issued: 03/05/2014 21:14:43 Issued By: DARRYL ROSS SR
Ballot Issued Party: **Democrat**
Issuing Consolidation: 25001001

Please sign in the space below.

Talishia D. Betzkuhnsman
Voter Signature

Check-in Judge Initials: **JAR**

Provisional Judge Initials: KH

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE

8. Tell the voter to take the completed application envelope and the ballot to the provisional voting area to vote.

Provisional Voting

9. Tell the voter when finished voting to re-fold and insert his or her voted ballot into the ballot application envelope and seal the envelope.
10. Tell the voter to insert the sealed application envelope into the slot in the provisional ballot bag.

⚠ The Provisional Judge may not touch the voter's ballot. The judge should hold the bag to assist.

⚠ **If the provisional ballot bag is full, notify the chief judges immediately and request an additional bag.**

11. Place the voter's VAC in the *Provisional VAC Envelope*.
12. Record tally marks in the correct columns on the *Provisional Ballot Tally Sheet*.

Provisional Voting

State of Maryland

Provisional Ballot Tally Sheet – 2016 Presidential Primary

County: Montgomery

District/Precinct: 17-76

Date: April 26, 2016

Instructions: Tally the number of provisional voters and the number of provisional ballots issued throughout the day. After the polls close, count and record the total number of tally marks for each box with tallies [i.e. |||| (4) and |||| || (12)] and record other totals in light gray areas as specified for each row and column. Provide the completed Tally Sheet to the chief judges.

	Provisional VACs Tallies			Total for Each Row
	Republican	Democratic	Non (Unaffiliated, Green, Libertarian)	
VACS from Pollbook				
Orange VACs				
TOTAL VACs				(A)

Note: The total for each party should equal the total provisional ballots recorded in the electronic pollbooks.

	Ballots Issued/Spoiled Tallies	Total
All Provisional ballots issued <small>(note: an issued ballot that is spoiled will also be tallied in the Provisional ballots spoiled box)</small>		(1)
Provisional ballots spoiled		(2)
PROVISIONAL BALLOTS CAST (1 minus 2)		(B)

Note: Boxes A and B should equal each other.

Provisional Ballot Judge Signature _____

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Spoiled Provisional Ballots

If a voter makes a mistake on the ballot:

1. Tell the voter to **over vote every contest;**
2. Write **“Spoiled”** across the ballot using the permanent marker and place it in the *“Spoiled Provisional Ballot Envelope”* **before** issuing the voter a replacement ballot;
3. Remove the voter’s VAC from the Provisional VAC Envelope and write the ballot sequence number from the voter’s provisional VAC onto the front of the Spoiled Provisional Ballot Envelope;

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4. Draw a single line through the original ballot sequence number on the VAC;
5. Write the new ballot sequence number on the VAC; and
6. Return the VAC to the Provisional VAC Envelope.

VOTER AUTHORITY CARD
20XX GUBERNATORIAL PRIMARY ELECTION

PROVISIONAL BALLOT

1589763 Reason Code: 3, 2 2168487

BETZKUHNSMAN, TALISHIA DORNE
587 Park Ave. Anytown 99999
DOB: 1/6/1980
ID#: 2314693 Registered Party: Unaffiliated

Assigned Dist/Prec: 001-001-2. CONG=09; LEGIS=54C
EPB Number: 051583

Ballot Issued Dist/Prec: 001-001-2. CONG=09; LEGIS=54C
Ballot Style: 2
Issued: 03/05/2014 21:14:43 Issued By: DARRYL ROSS SR
Ballot Issued Party: Democrat
Issuing Consolidation: 25001001

Please sign in the space below.

Talishia D. Betzkuhnsman
Voter Signature

Check-in Judge Initials: JAR
Provisional Judge Initials: KH

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE

! A voter may be issued no more than three ballots. A voter who has spoiled two ballots should be offered assistance.

! Monitor the unvoted ballots and the provisional ballot bag(s) at all times. Keep all provisional ballot supplies secure. Notify the chief judges immediately if any provisional ballot supplies are missing or show signs of tampering.

Provisional Voting

Provisional Ballots Reasons and Instructions to Voters

The following chart shows the reasons voters are issued provisional ballots and the instructions to be given to the voter for each reason. Note that the “Reason Codes” are the same as the codes listed on the back of the *Provisional Ballot Application*.

Reason Code:	Tell the voter:
1 Not listed on the precinct register.	<ol style="list-style-type: none">1. If you are registered and in the correct precinct, your entire ballot will be counted.2. If you are registered but in the wrong precinct and choose to vote here (instead of going to your correct precinct), only those contests that would appear on the ballot issued at your correct precinct will be counted.3. If you are not registered, your provisional ballot will not count but the application will serve as a voter registration application for future elections.
2 Listed on precinct register but indicated a change of address.	<p>You indicated that you moved more than 21 days before the election, did not notify election officials of the change, and are in the wrong precinct for your new address. If you choose to vote a provisional ballot here (instead of going to your correct precinct), only those contests that would appear on the ballot issued at your new precinct will be counted.</p>

Provisional Voting

Reason Code:	Tell the voter:
<p style="text-align: center;">3 Listed but claims to have different party affiliation. (Primary Election only)</p>	<p>Your provisional ballot will be counted if the local board of elections determines that you are registered with the party that you claim and the party affiliation listed in the precinct register was incorrect due to clerical error.</p>
<p style="text-align: center;">4 Listed as an absentee voter or as having already voted.</p>	<p>Your provisional ballot will only be counted if you did not vote by absentee ballot or have not previously voted.</p>
<p style="text-align: center;">5 Listed as “Active” or “Inactive” & “Show ID” and unable to provide sufficient ID.</p>	<p>If you provide the local board of elections with the required ID <u>before</u> the canvassing of provisional ballots, which begins on the 2nd Wednesday after the election, your ballot will be counted.</p>
<p style="text-align: center;">6 Listed as “Pending” & “Show ID.”</p>	<p>If you present acceptable ID now or to the local board of elections <u>before</u> the canvassing of provisional ballots which begins on the 2nd Wednesday after the election, your ballot will be counted. If you do not provide acceptable ID <u>before</u> the canvassing of provisional ballots, your ballot will not be counted.</p>

Provisional Voting

Reason Code:	Tell the voter:
<p style="text-align: center;">7 Listed as “Pending” & “Need DL# / SSN.”</p>	<p>If the local board of elections can verify the number you provided in Box 6a or 6b, you will be registered to vote, and your ballot will be counted.</p> <p>If you marked Box 6c, you will be registered to vote, and your ballot will be counted.</p> <p>If you do not complete any box in section 6 before the canvassing deadline or the number you provided could not be verified, you will not be registered to vote and your ballot will not be counted.</p>
<p style="text-align: center;">8 Identity challenged & cannot provide acceptable form of ID.</p>	<p>If the local board of elections determines that you are the registered voter you claim to be and are otherwise eligible to vote, your ballot will be counted. You should provide an acceptable form of ID to the local board of elections <u>before</u> the canvassing of provisional ballots, which begins on the 2nd Wednesday after the election.</p>
<p style="text-align: center;">9 (Other)</p>	<p><i>[Note to provisional ballot judge: The chief judges will provide you with instructions if #9 is printed on the voter authority card.]</i></p>

Provisional Voting

Closing the Polls

1. Count the provisional voter authority cards, spoiled ballots, and unvoted ballots. Count and record the total number of tally marks made in each column on the *Provisional Ballot Tally Sheet*.
2. Complete and sign the *Provisional Ballot Certificate - Closing* (located in the chief's Red Document Folder).
3. Make sure all spoiled ballots are put back into the spoiled ballot envelope.
4. Place all remaining provisional voting supplies, including unvoted ballots and used ballot stub packs, in the Orange Provisional Supply Bag.
5. Place a new security seal over the opening in the provisional ballot bag. Record the seal number on the *Provisional Ballot Certificate – Closing*.
6. Give the completed and signed certificate, the sealed provisional ballot bag and the provisional VAC envelope to the Chief Judges.

 Continue to assist the chief judges with whatever assignments they may give. It is important to complete all tasks quickly and efficiently.