

2016 Election Judges' Manual



Revised 2/16/16

Chapter 13

Marking a Ballot by Hand

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Marking a Ballot by Hand

Overview

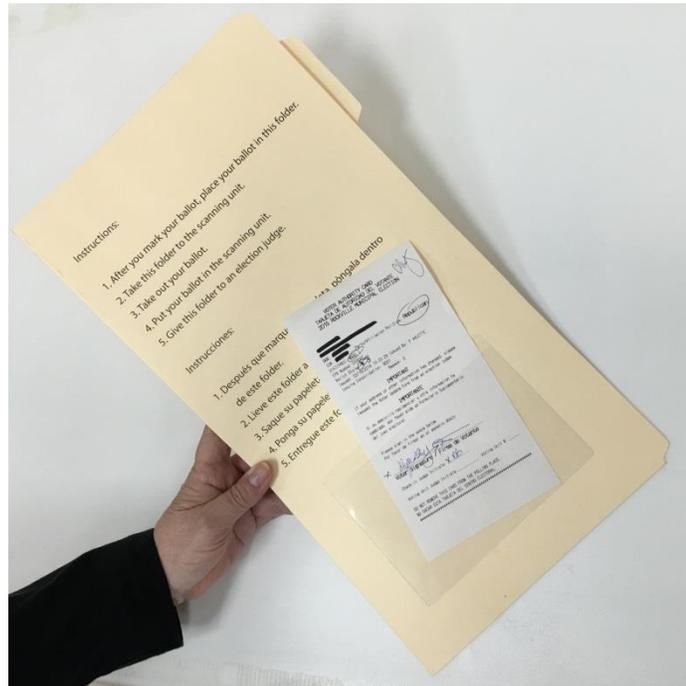
Voting Judges will perform various tasks within the voting area and will rotate as directed by the Chief Judges. Responsibilities include escorting voters to the voting booths or Ballot Marking Device, assisting with line management, assisting voters who have spoiled a ballot and working with voters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

Under the supervision of Chief Judges, Voting Judges are responsible for setting up the BMD. Poll Watchers may observe opening procedures.

Instructions for Marking a Ballot by Hand

Voting judges stationed in the voting area will provide instructions to voters on how to mark their ballot:

1. Check that the voter has been issued a privacy sleeve containing a ballot and their signed voter authority card (VAC) placed in the front pocket.



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2. Tell the voter to keep the VAC with them when voting. The VAC is required to cast the ballot at the Scanning Unit;
3. Tell the voter to carefully read the ballot and suggest that they use their sample ballot;
 - Tell the voter that all selections for undervoted contests will be counted.
 - Tell the voter that no selections for overvoted contests will be counted.
4. Explain to the voter how to mark their selections on the ballot;
 - Follow the directions printed inside the privacy sleeve and posted inside the voting booth.
 - Use the marking pen provided at the voting booth.
 - Completely fill in the oval for each selection.



- Do not make any other marks on the ballot. Checkmarks and “X”s are not allowed and may be rejected.
- Do not sign their name, initial, or make any other identifying marks on the ballot. Ballots with identifying marks may be rejected.

Note: Tell the voter to raise their hand to alert a voting judge if they have questions or make a mistake on the ballot (see Chapter 16 for more information about replacement ballots). **A voter may be**

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issued no more than two replacement ballots. A voting judge must offer assistance to a voter who has spoiled two ballots.

5. Tell the voter what to do with the VAC, ballot, and privacy sleeve when he or she is finished marking the ballot;
 - The ballot can be inserted into the privacy sleeve in any direction.
 - **The VAC is required to cast the ballot at the Scanning Unit.**
6. Escort or direct the voter to an available voting booth.

After the Voter Has Marked the Ballot

A voting judge will:

1. Instruct the voter to give the VAC to the voting judge at the Scanning Unit; and
2. Direct the voter to the Scanning Unit.