

# 2016 Election Judges' Manual



Revised 2/16/16

## **Chapter 15** **Casting Ballots**

<b>At the Scanning Unit .....</b>	<b>15.2</b>
<b>Inserting a Ballot into the Ballot Scanner .....</b>	<b>15.2</b>
<b>Overvoted Contests.....</b>	<b>15.4</b>
<b>Undervoted Contests .....</b>	<b>15.6</b>
<b>Blank Ballots.....</b>	<b>15.6</b>

## *Casting Ballots*

**IMPORTANT:** In this chapter, “ballot” is used to refer to a standard paper ballot and a ballot activation card (BAC) printed from a Ballot Marking Device (BMD).

### **At the Scanning Unit**

**A Voting Judge must be stationed at the Scanning Unit at all times. The Scanning Unit Judge must not leave the Scanning Unit until replaced with another judge by the chief judges.**

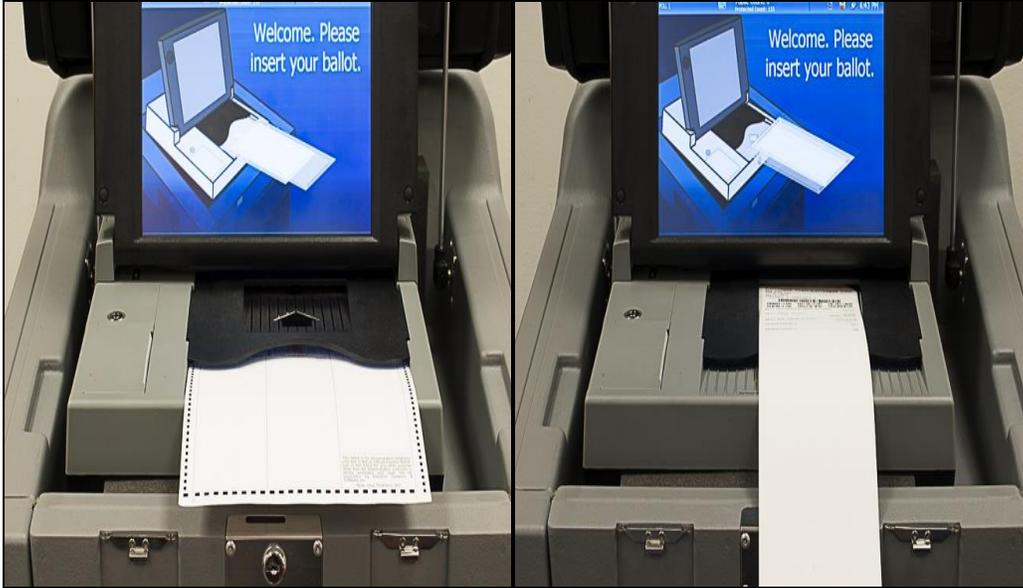
The **Scanning Unit** Judge will:

1. Ask the voter “Are you ready to vote”;
  - a. If voter says “No”, direct them to a Voting Judge for help
  - b. If voter says “Yes”, ask the voter for the VAC;
2. Review the VAC to ensure that it has been signed by the voter and properly initialed and highlighted (or circled) by other election judges;
3. Ensure that the VAC is not a Provisional VAC, either from the pollbook or an orange hand-written VAC; and
4. **Hold onto the VAC until the voter casts the ballot and it is accepted by the Scanning Unit.**

### **Inserting a Ballot into the Ballot Scanner**

1. Stand to the side of the Scanning Unit to ensure voter privacy.
2. Instruct the voter to insert their ballot into the Ballot Scanner:
  - Direct the voter to insert the ballot into the appropriate slot. The Ballot Scanner has two slots to accept ballots. The bottom grey slot will only accept Standard or hand marked ballots. The top black slot will only accept ballots printed by a Ballot Marking Device (BMD).

## Casting Ballots



- Ballots can be fed into the Scanning Unit in any direction, either face up or face down, top first or bottom first.
  - DO NOT fold the ballot.
  - DO NOT insert the privacy sleeve or other items into the Ballot Scanner.
  - DO NOT force the ballot into the Ballot Scanner, but instead allow for the Ballot Scanner to accept the ballot.
3. Display reads “Thank you for voting. Your ballot has been counted.”



## *Casting Ballots*

4. After the ballot is accepted by the Scanning Unit, deposit the VAC into the VAC Envelope attached to the Scanning Unit.
5. Collect the empty privacy sleeve from the voter and place it into the privacy sleeve bin for recycling.
6. Thank the voter for voting and direct the voter to the exit.
7. Before exiting the voter will receive an “I Voted” sticker and will be asked to complete a Voter Comment Card.

If a voter appears to be having difficulty, you may offer guidance. **DO NOT** look at or handle a voter’s ballot unless the voter requests assistance. If assistance is requested alert a Chief Judge.

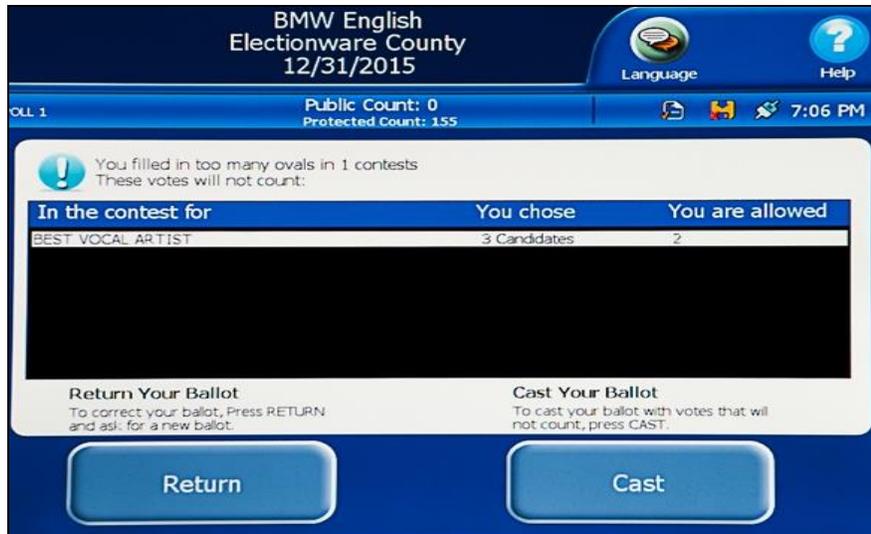
 **Do not allow voters to leave the polling place with a VAC, ballot, BAC, or privacy sleeve.**

### **Overvoted Contests**

For ballots marked by BMDs, the BMD’s screen will caution voters about overvoted contests and will not print ballots with overvoted contests.

For hand-marked ballots, the Scanning Unit’s display screen will initially caution voters whose ballots contain contests that are overvoted. The display also lists which contest is overvoted.

## Casting Ballots



1. Inform the voter that he or she has selected a greater number of candidates than allowed for a contest.
2. Inform the voter that the ballot can be cast as is (overvoted) or the voter may choose to spoil the ballot and obtain a replacement ballot.
3. Inform the voter that when ballots are cast with overvoted contests, no vote is recorded for the overvoted contest(s). All other contest(s), which are neither blank nor overvoted, are recorded.
4. If the voter asks for a replacement ballot, instruct the voter to touch **“Return.”** Alert a Voting Judge about the voter’s request for a replacement ballot.
5. If the voter chooses to cast the ballot as is, instruct the voter to touch **“Cast.”**

**⚠** If the voter accidentally touches **“Cast”** instead of **“Return”**, the voter is not eligible to vote again.

## Casting Ballots

### Undervoted Contests

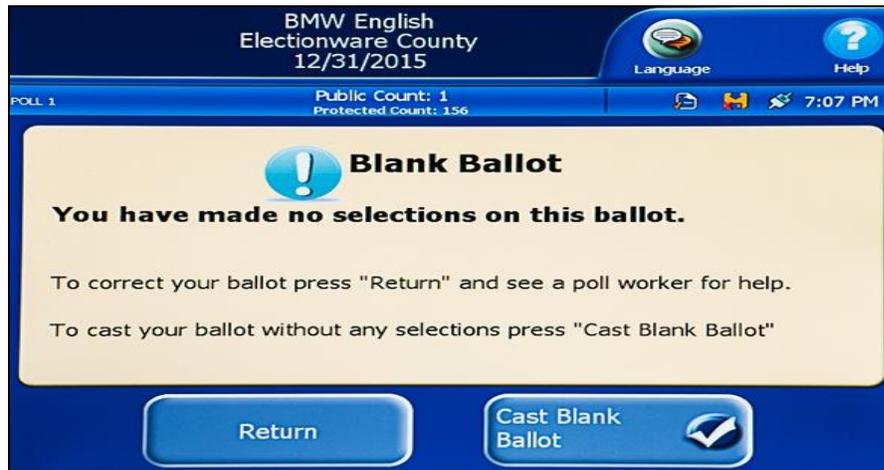
The Scanning Unit will accept all ballots that contain undervoted contests **without cautioning the voter**.

All selections made by the voter in undervoted contests are recorded by the Scanning Unit.

### Blank Ballots

The Scanning Unit's display screen will initially caution voters whose ballots are blank. The voter has the option to cast the blank ballot or return to a voting booth to mark selections.

If the voter chooses to cast the blank ballot, instruct the voter to touch **"Cast Blank Ballot."**



**If the voter chooses to mark selections:**

1. Return the voter's VAC to the voter; and
2. Alert a Voting Judge who will direct the voter to an available voting booth.