

# 2016 Election Judges' Manual



2/15/16

## Glossary

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**Absentee Voter:** A voter who has chosen not to vote in a polling place or at an early voting center. The voter receives a paper ballot and can mail or return the voted ballot by the close of Election Day.

**Archiving:** A process that saves the day's activities on the electronic pollbook's compact flash card.

**Audio Ballot:** The ballot that can be heard by a voter while using a headset that is connected to a Ballot Marking Device.

**Ballot Activation Card (BAC):** A card issued to a voter to be inserted into a Ballot Marking Device. The BAC activates the Ballot Marking Device so the voter can make selections and print a ballot.

**Ballot Box:** Locked storage compartment where scanned ballots are deposited after the ballots have been inserted into the Scanning Unit.

**Ballot Counts Report:** A report run from the electronic pollbook prior to opening and closing the polls that shows the number of ballots issued during the day.

**Ballot Marking Device (BMD):** The BMD is a device that enables a voter, including a voter with special needs, the ability to cast his or her vote independently. Any voter who asks to vote using the BMD should be allowed to do so.

**Ballot Transfer Bin:** Blue plastic case with two flaps and a black handle that is located inside the Ballot Box. This device is used to transport, collect, and securely store ballots.

**Blank Ballot:** Voter has made no selections on a ballot. A blank ballot is initially returned by the Scanning Unit and the voter has the option of marking the selections or casting the blank ballot.

**Cast Ballot Button:** This touchscreen button is located on the Scanning Unit's help screen. The voter has the option to press this button after inserting a ballot into the ballot scanner on the Scanning Unit and the help screen indicates that there are over-voted contests on the ballot (or a blank ballot). The voter should be made aware that

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all selections in an over-voted contest on the ballot will not be counted.

**Challengers & Watchers (also “Poll Watcher”):** Registered voters designated by a candidate, political party, or other group to be in a precinct or early voting center for the purpose of observing an election.

**Closing Summary Report:** A report completed by the chief judges after ending the election that summarizes the data from the Scanning Unit(s), electronic pollbooks, provisional ballots, and voter authority cards.

**Compact Flash Card (CF Card):** A device secured in the electronic pollbook for storing the list of eligible voters.

**Contest:** Candidates run against each other for a particular office.

**Contingency Plan:** The materials and instructions used in the polling place or early voting center in case of an emergency.

**Electioneering:** Includes wearing hats or clothing supporting or opposing a political candidate or issue. Also includes the distribution of political literature, posters, banners, buttons, or otherwise soliciting votes. Electioneering is prohibited inside the polling place and within the “no electioneering zone”. Note: Voters are allowed to wear political hats or clothing with political messages, and may carry political literature with them inside the polling place but may not otherwise electioneer (i.e., solicit votes from voters) while inside the polling place or within the “no electioneering zone”. Likewise voters may not distribute or leave political literature inside the polling place.

**Electronic Pollbook:** A device that contains an electronic list of all registered voters and is used to check in voters.

**Emergency Ballot Compartment:** The locked compartment located in the top of the Ballot Box of the Scanning Unit. Used to store ballots if the Scanning Unit malfunctions.

**Ending the Election:** The process performed on an

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Scanning Unit after the precinct closes to print closing reports and to shut down the Scanning Unit.

**Exit Polling:** The process used to interview voters leaving the polling place or early voting center. This activity may take place inside the “no electioneering zone” but not inside the voting area.

**Extended Hours Voting:** A court order that extends regular voting hours.

**Fleeing Voter:** A voter who leaves the polling place without casting a ballot. The Chief Judge must be notified of this situation immediately when it happens in order to keep a record of these occurrences.

**High Contrast Text:** An option on a Ballot Marking Device that changes the screen content to black and white for the benefit of voters with low vision.

**Hub:** A device that connects to the electronic pollbooks with cables and allows them to synchronize data. Used when more than two pollbooks are being used in a polling location.

**Inactive Voter:** A voter is listed as “Inactive” because the voter has not responded to two mailings at the address on file with the local board of elections or has not responded to certain confirmation mailings.

**Keypad:** A keypad that is used for making ballot selections while using the audio ballot component of a Ballot Marking Device. The keypad allows voters to select candidates, move around the ballot, vote for write-in candidates, and mark a ballot.

**Large or Magnified Text:** An option on a Ballot Marking Device that increases the size of ballot text for the benefit of voters with low vision.

**Memory Stick:** Portable memory device used in voting equipment to store election information and results.

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**No Electioneering Zone:** Marked boundary where electioneering is not allowed.

**Scanning Unit:** The Scanning Unit is a paper ballot scanner and tabulator designed for use at the polling place.

**Overvoting:** Selecting more than the allowable number of candidates in a contest.

**Power Indicator Light for Electronic Pollbooks:** Power light in the lower right corner of the electronic pollbook flashes green when the pollbook is plugged into electrical power and charging.

**Precinct Register:** A list containing the names of all the registered voters in a particular precinct or county.

**Privacy Screen:** The screen attached to the table where the Ballot Marking Devices sits.

**Privacy Sleeve:** Folder used to cover the selections made by a voter until the ballot can be inserted into the Scanning Unit.

**Protected Count:** The total number of ballots cast on an Scanning Unit since the date of manufacture.

**Provisional Ballot:** A paper ballot issued to a voter claiming to be properly registered and whose qualification or entitlement to vote can't be established by the election judge.

**Provisional Ballot Voting Booth:** A voting booth that allows for privacy while voting.

**Provisional Ballot Transfer Bag:** An orange canvas bag with a black strap that contains voted provisional ballots.

**Public Count:** The total number of ballots cast on each Scanning Unit during the election.

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**Security Seal:** A device used to lock voting equipment compartments and to verify that the compartments have remained locked until the security seals were removed.

**Serial Number on the Memory Stick:** The memory stick's serial number printed on its label (usually near the barcode).

**Serial Number on the Scanning Unit:** The Scanning Unit's serial number that is identified on a label on the external surface (may also be printed on a tag attached to the Scanning Unit by the local board of elections).

**Spoiled Ballot:** A ballot on which the voter made a mistake (or is otherwise damaged because of extra marks, creases, etc.) such that a Scanning Unit will not accept it.

**State Asset Tag Number on the Electronic Pollbook:** The electronic pollbook's State Asset Number that is identified on a label on the external surface. The asset number may also be printed on a tag attached to the electronic pollbook's storage case.

**Stylus:** A pen-shaped instrument used to tap on the screen of the electronic pollbook to make selections.

**Summary Page:** The summary screen shown on the Ballot Marking Device touchscreen that gives the voter the opportunity to review selections prior to marking (printing) a ballot.

**Tamper Tape:** An adhesive strip with a unique number that is used to verify that a voting equipment compartment has not been opened after the tamper tape was affixed. Tamper tape will show the word "Void" when there is an attempt to remove it after it has been affixed to a voting equipment compartment.

**Totals Report from the Scanning Unit:** A report showing the number of votes for each contest as recorded on the Scanning Unit.

**Touchscreen:** The screen on the Ballot Marking Device which allows a voter to make selections by pressing directly on the screen.

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**Undervoting:** Voting for fewer than the number of selections allowed in a contest. All selections made in an undervoted contest will be counted. The Scanning Unit will not alert a voter who inserts a ballot with undervoted contests.

**Voting Booth:** Booth used by voters to ensure privacy while filling out their ballot.

**Voter Authority Card (VAC):** A document printed from an electronic pollbook or hand-written that contains certain voter information. Voter must sign and present their VAC to cast their ballot.

**Voter Counts Report:** A report printed from the electronic pollbook prior to opening and closing the polls that shows the number of voters checked in during the day. This report may also be printed during the day, as needed.

**Write-In Vote:** During a general election only, a voter has an option to vote for an individual whose name does not appear on the Official Ballot.

**Zero Report:** A report that is printed by the Scanning Unit before the polls are opened that verifies that no votes have been cast on the Scanning Unit prior to opening the polls.