



Election Judge Manual

2016 Presidential Election

State of Maryland
Election Judge Manual
with information for Montgomery County

Montgomery County Board of Elections
18753 N. Frederick Avenue, Suite 210
Gaithersburg, MD 20895

240-777-8533 - Election Judge recruitment
240-777-VOTE (8683) - voter registration
240-777-8543 - technical help desk

777vote.org
election.judge@montgomerycountymd.gov

@777vote

*Looking for more
resources to prepare for
Election Day? Visit
777vote.org and sign in to
EJ Connection with your
username and password
for newsletters, training
materials, or to schedule
additional training!*





Board of Elections Important Telephone Numbers

Technical Help Desk 240-777-8543

Chief Judge – Help with Registration Issues 240-777-8580

Chief Judge Needs Polling Place Supplies 240-777-8529

Election Judge Recruiters
(report all missing judges)

Deborah (Districts 5, 6, 8 & 10) 240-777-8571

Garnett (Districts 1, 2, 3, 9, 11 & 12) 240-777-8576

Iris (District 13) 240-777-8572

Jessica (Districts 4 & 7) 240-777-8577

Medical Emergency 911

Police Non Emergency 301-279-8000
(State that you are in a Polling Place)

VOTER ASSISTANCE 240-777-VOTE
or

www.777vote.org



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REVISED 12/8/15

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General Information

Important Changes for 2016

New Voting Equipment:

For the 2016 election cycle, Maryland will use a new voting system. For Election Day, most voters will mark their selections by hand onto a paper ballot. Voters with disabilities will have access to a **Ballot Marking Device (BMD)** to provide an accessible voting option.

Scanning Unit:

Scanning Units consist of a Ballot Scanner and compartments where voted ballots are securely deposited.



Ballot Scanner:

The Ballot Scanner is securely fastened to the top of the Scanning unit. The Ballot Scanner tabulates ballots marked by hand or marked by a voter using the Ballot Marking Device. Once a voter's ballot is inserted into the Ballot Scanner, and it is neither blank nor over voted, the Ballot Scanner tallies the voter's selection(s). Voted ballots are automatically stored securely inside the Main Ballot Box beneath the Ballot Scanner.

General Information



Each precinct will receive at least one Scanning Unit. Larger precincts may receive more than one.

Voting Booths

Each precinct will receive voting booths with privacy panels where voters can mark their ballots.

Ballot Marking Device (BMD)

The BMD is a device that enables voters, including voters with disabilities, to make their selections privately and independently. Any voter who asks to use the BMD should be allowed to do so.

There are several ways to mark a Ballot Activation Card using the BMD. Voters may choose to use the touch screen or keypad (includes braille). In addition, the BMD can accommodate sip and puff devices and rocker paddle devices which are provided by the voter. All options can be used with an audio ballot. The BMD also offers high-contrast and enlarged print viewing options on the touch screen.

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The BMD is only a ballot marking device and **does not record votes**. The BMD acts as a pen that marks a ballot activation card based on selections made by the voter.

After the voter is finished making their selections, the BMD prints out the voter's marked Ballot Activation Card which is then inserted into the Ballot Scanner.

At least one BMD will be available at each precinct. Larger precincts may receive more than one BMD.

Election Judge's Role

Your role as an election judge is to ensure fair and accessible elections for all voters and to protect the integrity of the election process. In accordance with federal and State law, you must perform all of the duties assigned to you by the local board of elections and perform your duties faithfully, diligently, and without partiality, partisanship, or prejudice.

General Information

Election Dates & Voting Hours

Presidential Primary:

Early Voting: Thursday, April 14 through Thursday, April 21, 2016.
Polls open at 10:00 a.m. and close at 8:00 p.m.

Election Day: Tuesday, April 26, 2016. Polls open at 7:00 a.m. and close at 8:00 p.m.

Presidential General:

Early Voting: Thursday, October 27 through Thursday, November 3, 2016. Polls open at 8:00 a.m. and close at 8:00 p.m.

Election Day: Tuesday, November 8, 2016. Polls open at 7:00 a.m. and close at 8:00 p.m.

Arrival Time

Arrive on time at your assigned precinct location. Election judges are expected to arrive no later than **6:00 a.m.**, unless otherwise authorized by the local board of elections office. Closing judges should report no later than **6:30 p.m.**

Closing Time for the Polls

All voters who are in the check-in line by 8:00 p.m. are permitted to vote. After the last person who was in line by 8:00 p.m. has voted, the polls are officially closed.

Extended voting hours may be ordered. When this occurs, all election judges must continue to work. All voters who are in the check-in line at the time extended voting hours end are permitted to vote. See Appendix 3 for additional information.

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Voter ID Policy

Maryland laws and regulations specify that voters are only asked to provide identification in certain limited circumstances. **DO NOT ask a voter to show ID unless the voter is marked as “Show ID” in the electronic pollbook.**

If a voter offers an ID, you may accept it but the voter must also state his or her name, address, and month and day of birth or write it on a piece of paper if the voter is unable to speak.

If a voter's identity is challenged, summon a chief judge immediately.

Children Accompanying Voters

Children **17 years of age and under** are allowed to accompany a voter in the voting area as long as the child is in the care of the voter and does not disrupt or interfere with normal voting procedures.

Anyone 18 years of age or older who accompanies a voter inside the voting area must complete a Voter Assistance Form.

Electronic Equipment in the Polling Place

The use of electronic communication devices is prohibited inside the polling room. Prohibited devices include radios, televisions, cameras, cellular telephones, tablets, pagers, and computer equipment. The exceptions to this rule are:

1. With the approval of both chief judges, members of the media may use cameras in a polling place and within the “no electioneering zone” provided that they do not interfere with the voting process and do not jeopardize the privacy of the voters.
2. Cellular telephones, pagers, or computer equipment **issued or authorized by the local board of elections** may be used in the polling place but only for election purposes. Law enforcement

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officers and emergency personnel may also use such equipment when acting in their official capacities.

Voters may bring printed materials into the polling place. This includes specimen ballots, voter's guides from newspapers, and campaign literature. **Voters may use electronic devices while waiting in line outside of the polling room.**

Line Management

To help improve the voter experience while waiting in line:

- Have single lines leading to the check-in table, voting booths, Ballot Marking Devices (BMD), and Scanning Units.
- Election judges should check with voters waiting in line to ensure that the voters are at the correct polling place and in the correct line.
- Give voters the opportunity to review a sample ballot and instructions about the voting system and voting procedures.
- Allow voters to read literature, including information about candidates and ballot questions, while waiting in line outside or inside the polling room. Voters may read newspapers, books, fliers, and pamphlets, etc.
- Voters may use electronic devices (cell phones, tablets, etc.) while waiting in line outside of the polling room.
- Election judges should regularly provide voting instructions, expected wait times, and explanations for delays to voters waiting in line.

Accommodating Voters in Line

If a voter is unable to stand in line, ask another voter in line to serve as a placeholder, and allow the voter needing assistance to sit until the placeholder reaches the check-in judge.

General Information



Never ask or require a voter to provide proof of a disability.
A voter's disability may not be apparent to you.

Important Contact Information

Voter Registration Information	240-777-VOTE
Technical & Procedural Help Desk including questions on <ul style="list-style-type: none">• Pre-election setup confirmation• Polling place access• Telephone issues	240-777-8543
Election Judge Information	240-777-8533

Recruiters

Iris Gripper (District 13)	240-777-8572
Deborah Hamer (Districts 5, 6, 8 and 10)	240-777-8571
Jessica Jones (Districts 4 and 7)	240-777-8577
Bernisa Terrell-Minor (Districts 1, 2, 3, 9, 11 & 12)	240-777-8576
Patricia Sellner (Early Voting)	240-777-8656

Your Contact Information

You must keep your name, address, home phone number, work phone number, cellular phone number, and email address current with the local board of elections.

If you have an unlisted number, please advise the local board of elections. The phone numbers will only be released to the chief judges.

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Qualifications for Election Judges

Under Maryland law, you can serve as an election judge if you are:

1. Age 17 or older. If you are 17 years old, you can serve if you demonstrate, to the satisfaction of the local board of elections, that you meet the requirements for an election judge and at least one parent or guardian gives permission.
2. A registered voter in Maryland;
3. Physically and mentally able to carry out the required duties;
4. Willing to work outside your home precinct;
5. Able to sit and/or stand for an extended period; and
6. Can speak, read, and write English.

Note: Some positions require election judges to be able to lift boxes and other items weighing 10 to 25 lbs.

You **cannot** be an election judge and a:

1. Candidate or currently hold a public or political office, including State and county political party central committees; or
2. Chairman, campaign manager or treasurer for a political or candidate committee.

Note: While under oath as an election judge, you must remain nonpartisan at all times.



Remember to work together as a team.

General Information

Mandatory Training Class

You are required by law to attend a training class and to serve on the day(s) you are assigned to work. Election judges are paid for attending training and working the election. If for some reason, an election worker is unable to work on Election Day, there will be **NO** compensation for attending training.

Attendance and Vacancies

If you agreed to serve as an election worker and cannot do so because of an emergency, you must notify the local board of elections immediately so that there will not be a vacancy among the election judges on the morning of the election.

If you are unable to serve due to an emergency, contact your Recruiter or call 240-777-8533 as soon as possible; so that a replacement can be found.

Compensation

Election judges receive a set payment, based on their assigned position, for successfully completing all required training and working the election. Judges who complete training but do not serve will not be paid.

Chief Judges - \$200 + \$50 for training

Voting Operations Judges - \$150 + \$30 for training

Closing Judges - \$75 + \$30 for training

Line Management Judges - \$75 + \$10 for training

Opening Judges - \$50 + \$30 for training

Standby Judges - \$50 + \$30 for training

Greeter Judges - \$50 + \$10 for training

Roamers - \$250 + 50 for training

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Election judges must provide their social security number to be paid for working the election. Payment checks are mailed approximately six weeks after the election to the mailing address on file.

Federal and State Income Tax: For federal and State income tax purposes, election judges' wages **are** taxable. That is, the election judge is required to pay income tax on the wages he or she earned as an election judge. If income taxes are not withheld from the election judge's paycheck, the election judge is responsible for reporting and paying any relevant federal and State income taxes.

Social Security and Medicare (FICA) Taxes: Election Judges' earnings below \$1,700 are not taxable under Social Security (i.e. FICA taxes are not withheld from an election judges' paycheck) and do not count toward future Social Security benefits.

W-2 Threshold: If an election judge earns \$600 or more in a calendar year (including all State and county elections), the election judge must be issued Form W-2.

Election Judge Oath & Rules of Security Behavior


All election judges must take the Election Judge Oath and read and sign the *Rules of Security Behavior* form prior to serving.

Election Judge's Responsibilities

As an election judge, you must:

1. Successfully complete all of the election judge training required for your assigned position(s);
2. Read all election materials provided to you, including this manual and any updated information sent to you after training class and on election day(s);

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3. Attend and participate in the Monday night pre-election meeting at your assigned precinct;
4. Work each assigned day and be on time;
5. While working as an election judge, wear your name tag (as issued by your local board of elections) at all times. Do not write your party affiliation on your name tag;
6.  Work together to **ensure that the polling place opens on time as required by law**;
7. Accept direction from the chief judges and assist in whatever needs to be done no matter what you were originally assigned to do;
8. Work with the other election judges at your assigned polling place as a team to:
 - A. Maintain the integrity and confidentiality of the voting process;
 - B. Ensure the polling place is secure;
 - C. Ensure the voting equipment is secure, functioning properly, and available to all voters;
 - D. Ensure the voted and unvoted ballots are secure at all times;
 - E. Help reduce errors and omissions by voters;
 - F. Complete election-related paperwork accurately; and
 - G. Comply with the procedures and policies detailed in this manual and any other instructions provided by the local board of elections.

General Information

General Rules for All Election Judges

1. Electioneering by election judges is not allowed. Do not wear campaign buttons, t-shirts or other politically oriented items.
2. Do not comment on candidates or political issues among your fellow election judges, with voters, or anyone inside the voting room and within the “no electioneering zone.”
3. Serve all voters promptly and courteously. Be alert for voters needing assistance. Be patient with voters and do not put a time limit on a voter completing a ballot.
4. Do not leave the polling place at any time.
5. No smoking inside the site or at the polling place entrance.
6. Dress comfortably and appropriately – business casual attire.
7. Only voters and people approved by the local board of elections (e.g., election judges, board of elections staff, challengers and watchers) are allowed in the polling place. Do not bring family members or friends with you to help. Keep conversations with family members, friends, and neighbors brief and focused on the voting process.
8. Remain at your work station at all times unless you are on an assigned break, using the restroom, assisting a voter or performing a task at the direction of a chief judge.
9. Refer questions from the media and challengers and watchers to chief judges. Chief Judges should refer their questions to the Roamer or the local board of elections.
10. Only electronic devices such as cellular phones, tablets and pagers issued or authorized by the local board of elections may be used in the polling place and may only be used for election related purposes.

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11. Read and comply with the Election Judge Code of Conduct provided by the board of elections and signed during training.

Tips for Election Judges

1. Bring a sweater or jacket in case the polling place is cold.
2. Bring plenty of food and drinks, enough to last you the entire day.
3. Bring any medications you may need. You may not leave the polling place to retrieve any materials.

Types of Election Judges

Chief Judges are responsible for organizing and managing the Monday night pre-election meeting; polling place set up and close down; assuring that voters are served correctly and timely; polling place operations, security and conduct of election judges and resolving voter issues.

Note: An in-depth discussion of the roles and responsibilities of Chief Judges is found in Chapter 5.

Voting Operations Judges – under supervision and guidance of Chief Judges maintain the integrity and confidentiality of the voting process; process voters at check-in and provisional voters in accordance with security procedures and controls; issue ballots; direct voters to the voting booths and provide assistance when asked; assist with the polling place set up and close down; safeguard and operate the voting equipment and perform other duties as assigned by the Chief Judges.

Note: In-depth discussion of the roles and responsibilities of Voting Operation Judges is found in Chapters 6, 7, 8 and 9.

Closing Judges – under supervision and guidance of Chief Judges;

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safeguard and operate the voting equipment; print election results; return election materials to the Board of Elections on election night and perform other duties as assigned by the Chief Judges.

Note: In-depth discussion of the roles and responsibilities of Closing Judges is found in Chapters 10 and 17.

Standby Judges – (Selected during the last few weeks of the election cycle and not assigned a polling place) must agree to be assigned anywhere in the County as the need arises and remain available for assignment until 2:00 pm on Election Day.

Roamers – are judges who are experienced and knowledgeable in election procedures and troubleshooting polling place equipment. Roamers are authorized by the Board of Elections to access the polling place to answer procedural questions and troubleshoot equipment as necessary. They are authorized to ensure all judges in the polling place follow correct procedures, remain within the law, and follow policies set by the Board of Elections.

Other limited positions include Technicians, Opening Judges, Line Managers, Greeters and Runners. Persons selected for these limited positions will receive an in-depth description of their duties and responsibilities.

Term of Office

The term of office is approximately two years and ends thirteen weeks before the 2018 Gubernatorial Primary Election. You are expected to serve as an election judge for all elections held during that period.

Removal of an Election Judge

On Election Day, you represent your local board of elections office. Each person who enters the polling place deserves your respect and courteous service.

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Maintain a professional demeanor and project a positive attitude at all times. Be positive and supportive to the voter, even under difficult circumstances.

The board will promptly investigate each complaint it receives regarding the fitness, qualification, or performance of an election judge. Likewise, reports of harassment, threatening behavior, or behavior that compromises the integrity and security of the election process will be investigated.

The board shall remove any election judge who is deemed unfit, incompetent, or whose behavior is deemed inappropriate or unprofessional. Removal from office may result in the loss of compensation and future consideration for the office.

Election Judge's Voting

If you are assigned to work in a precinct **other than your own voting precinct**, you may **only** vote during the early voting period or by absentee ballot. If you choose to vote by absentee ballot, you may complete a request for an absentee ballot during training.

Do NOT take your absentee ballot to the polls. You will **NOT** be allowed to leave to deliver your ballot to the local board of elections. You must mail or hand-deliver your voted ballot to the elections office **before** Election Day. You cannot submit your voted ballot online or return it by email or fax. You cannot take it to an early voting center or to a polling place.

If you mail your ballot, the envelope must be postmarked on or before Election Day, April 26, 2016 or November 8, 2016 and received by your local board of elections by 10:00 a.m. on or before May 6, 2016 (primary election) or November 18, 2016 (general election).

If you have specific questions, please contact the Absentee office on 240-777-8550.

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REVISED 12/7/15


Chapter 2

Security Rules and Awareness

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Security Rules and Awareness

Security Rules for All Election Judges

 **You must read, sign, and comply with the *Rules of Security Behavior* form provided by your local board of elections during training.**

1. Unauthorized collection, transmission, sharing, or disclosure of voter information is prohibited and will result in immediate removal from office and possible civil and/or criminal penalties.
2. Always wear the name tag provided by the local board of elections and carry photo ID with you while performing your duties as an election judge.
3. Do not deviate from the approved *Election Judges' Manual* or training without the written approval of the State Administrator of Elections.
4. Ensure that all paperwork is completed as required.
5. Immediately report any security practice anomalies (e.g., incomplete or missing paperwork, voided tamper tape, broken seals, unsecured facilities or voting equipment, etc.) to the local board of elections. Record all such incidents in the Election Day Log.
6. Monitor and secure all election materials and equipment throughout the day.
7. Immediately report any suspicious, threatening, or harassing behavior or activity occurring inside the polling place or within the "no electioneering zone" to the local board of elections. Record all such incidents in the Election Day Log.
8. Do not allow any unauthorized person to touch the voting equipment. A voter shall only be permitted to handle his or her own voter authority card (VAC), ballot, or ballot activation card.

Security Rules and Awareness

9. If you have a problem with the voting equipment, contact the Help Desk on 240-777-8543 or the Roamer immediately and record the incident in the Election Day Log.
10. Ensure ALL ballots, ballot activation cards, and voter authority cards are accounted for, as required. Secure ALL voted, unvoted, and spoiled ballots, and all voter authority cards.
11. Do not share confidential supervisor passwords with anyone and keep in a secure location until needed.
12. Ensure ALL memory sticks are returned to the local board of elections with all materials as instructed by the local board of elections.

Equipment and Facility Security

Always follow security rules related to the equipment and facility. These rules include:

1. Maintaining physical security control over the voting equipment and electronic pollbooks. Follow procedures for securing the polling place;
2. Protecting and maintaining control of the memory sticks and ballots during the election process at all times;
3. Ensuring that the access compartments on the Scanning Units are secured prior to opening the polls and throughout the day;
4. Looking for any potential tampering or defacement of the voting equipment or electronic pollbooks and reporting any such activities immediately to the Chief Judges. The Chief Judges are responsible for reporting problems to the local board of elections; and
5. Ensuring that all voting equipment and electronic pollbooks are secured at the end of election night.

Security Rules and Awareness

Chain of Custody

Chain of custody refers to the chronological documentation or paper trail, showing the custody, control, and transfer of voting equipment, memory sticks, reports, forms, and other equipment and supplies.

It is important to ensure the security of all voting materials. If called upon to do so, it is essential that you preserve the chain of custody when transporting memory sticks, keys, ballot activation cards, and ballots. It is also important to maintain physical security control over the voting equipment. All reports and documentation must be completed and signed appropriately.

Chief Judges from each precinct are responsible for the memory sticks from the Scanning Units. Memory sticks are in the Scanning Unit at the time of delivery to the polling places. When the polls close the chief judges are responsible for removing and securing the memory sticks from all Scanning Units and following the procedures outlined in Chapter 17 *Ending the Election – Scanning Unit*.

Integrity of the Election Process

You have the responsibility to maintain the integrity of the election process by:

1. Asking voters if they need assistance if they don't appear to be following the instructions you provided;
2. Asking voters to remove personal items (e.g., clothing, bags, books, or any electronic equipment) from the voting booths and check-in table when finished voting. Periodically checking the polling place to ensure that a voter has not left personal items or campaign materials;
3. Periodically checking the voting equipment and electronic pollbooks to ensure that they are plugged in, charging properly and that the tamper tape and seals are intact and showing no signs of tampering; and

Security Rules and Awareness

4. Ensuring that voters do not leave the polling place with a ballot, ballot activation card, or voter authority card.

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REVISED 12/8/15

Chapter 3

Voter Assistance and Cross-Cultural Communication

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Voter Assistance & Cross-Cultural Communication

General Guidelines



Voters with disabilities have the same rights as all other voters.

1. Be courteous, patient and respectful. Treat all voters as you would like to be treated.
2. Do not underestimate people with disabilities.
3. Be considerate of the extra time it may take a voter with disabilities or an elderly person to do something. **Do not put a time limit on voting.**
4. Always speak directly to the voter, not to the voter's companion, aide, or sign language interpreter.
5. Offer assistance, but **do not insist** or be offended if your offer is not accepted. The person may not want or need assistance but your asking will be appreciated.



Never insist upon providing assistance when the voter has not requested it.

6. Be sure that there are **signs to direct voters** with disabilities to the most accessible way to the polling place.
7. Be aware of obstacles and hazards that could cause injury.
 - A. Fasten floor mats, rugs, and power cords securely or move them out of the way.
 - B. Keep floors as dry as possible.
8. Keep the ramps and wheelchair-accessible doors to the polling place unlocked and free of clutter.
9. If necessary, be creative in how you accommodate voters with disabilities. For example, **if a voter is unable to stand in line,**

Voter Assistance & Cross-Cultural Communication

ask another voter in line to serve as a placeholder, and allow the voter needing assistance to sit until the placeholder reaches the check-in judge.



! Never ask or require a voter to provide proof of a disability. A voter's disability may not be apparent to you.

Voters Who Cannot Sign Any Form(s)

1. Do not assume a voter cannot sign his or her own name.
 - A. Follow regular check-in procedures and inform the voter when a signature is required. Let the voter inform you if he or she cannot sign his or her name.
 - B. If the voter is blind or has low vision, the voter may ask you to guide his or her hand to the location on the paper in order for the voter to sign. **Never grab the voter's hand or pen, or attempt to guide the voter's hand when not requested to do so by the voter.**

! Always ask the voter before assisting.

2. If a voter is unable to sign his or her voter authority card, *Voter Update Form*, or **any form(s)**, ask the voter to make an "X" or

Voter Assistance & Cross-Cultural Communication

similar mark on the signature line. This mark is acceptable as that individual's signature.

3. When voters are unable to make a mark, write the following statements on the back of the forms the voters are to sign:
 - A. On the voter authority card: "This voter is qualified to vote but is unable to sign his or her name."
 - B. On all other forms except the voter authority card: "This voter is unable to sign his or her name."
 - C. Sign your name and write the date under the statement.

Voters Requesting Assistance to Vote

1. A voter may select any individual to provide assistance **except**:
 - A. The voter's employer or agent of the voter's employer;
 - B. The voter's union representative;
 - C. An officer or agent of the voter's union;
 - D. A person appointed as a challenger or watcher for this election;
and
 - E. A candidate who is on the voter's ballot.

NOTE: Two election judges of different political parties can also assist a voter.

2. **The assistant must read and sign a *Voter Assistance Form*.**
3. The assistant may assist the voter **only** by:

Voter Assistance & Cross-Cultural Communication

- A. Reading the voter the instructions, ballot content, or the provisional ballot application; and/or
 - B. Marking or casting the ballot, operating the ballot marking device or completing the provisional ballot application **as directed by the voter.**
4. Individuals providing assistance are prohibited from suggesting how voters should vote on any contest.

 **The *Voter Assistance Form* must be completed when a voter requests the assistance of another person.**

Completing the Voter Assistance Form

1. Complete Part I of the *Voter Assistance Form*.
2. Ask the individual providing assistance to complete Part II of the *Voter Assistance Form*. If election judges are assisting the voter, the election judges must complete Part III of the form.
3. When completed, place the completed form in the Document Jacket.

Voter Assistance & Cross-Cultural Communication

State of Maryland Voter Assistance Form	
Instructions: Use this form if a voter has a disability or is unable to read or write English AND requests assistance with voting or completing a provisional ballot application. Assistance is limited to: (1) reading the voter instructions, ballot content, or the provisional ballot application; and (2) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter.	
Part I – Completed by Election Judge	
Printed Name of Voter: _____	
Street Address: _____	
City: _____	State: _____ Zip: _____
The voter named above has requested assistance in voting and is being assisted by:	
<input type="checkbox"/> A person designated by the voter (Go to Part II) or <input type="checkbox"/> Two election judges (Go to Part III)	
Part II – Completed by Person Designated by Voter	
Printed Name: _____	
Street Address: _____	
City: _____	State: _____ Zip: _____
I affirm that:	
<ol style="list-style-type: none">1. I am not the voter's employer or agent of the voter's employer;2. I am not an officer or agent of the voter's union;3. I have not been appointed as a challenger or watcher for this election;4. For a voter casting a provisional ballot, I am not a candidate who is on the voter's ballot;5. The named voter asked me to assist with marking or casting the ballot or in completing a provisional ballot application;6. I will assist the voter only by: (a) reading the voter the instructions, ballot content, or the provisional ballot application; or (b) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter; and7. I will not attempt to influence or suggest in any way how the voter should vote in any contest or question.	
_____ Signature	_____ Date
Part III – Completed by Election Judges Assisting Voter	
_____ Signature – Election Judge	_____ Party Affiliation
_____ Signature – Election Judge	_____ Party Affiliation
SBE 10-10 (Rev. 9/15)	

Voter Assistance Form (Sample)

Voters Requesting Instructions

If a voter requests instructions on how to use voting equipment or about the voting process, election judges may give instructions. Election judges are prohibited from suggesting how the voter should vote on any contest.

Voters Who are Blind or Have Low Vision

1. Tell the voter your name and that you are an election judge as soon as you come in contact with a voter who is blind or has low vision.
2. Read any required information to the voter.

Voter Assistance & Cross-Cultural Communication

3. If you are guiding a voter, offer your arm to the voter, rather than taking the voter's arm. Give the voter information that is obvious to voters who can see (e.g., stairs, obstacles, turning left, etc.).

! Always ask the voter before assisting or touching the voter. Never grab the voter's arm or attempt to guide the voter unless the voter requests assistance first.

4. If a person uses a service animal, walk on the opposite side of the voter, away from the animal. **Do not pet or otherwise distract a service animal without asking the owner (and be alert to others attempting to do so).** Service animals are highly trained and need no special care other than that provided by the owner.

! Service animals are allowed in all buildings.

5. If a person uses a cane, walk on the opposite side of the voter, away from the cane. **Do not touch or take the cane from the voter.** Let the voter determine where to place the cane while voting. However, it is reasonable for you to inform the person if the cane may be a tripping hazard to others.
6. Explain how the voter can get your attention if needed, and tell the voter when you are leaving.

Voters with Physical Disabilities

A voter with a physical disability may choose to vote on a ballot marking device from a seated position (wheelchair or chair).

1. Ask before pushing or touching a voter's wheelchair or equipment. Respect that people who use wheelchairs or equipment consider the equipment a part of their personal space.
2. **Ask before helping.** Grabbing someone's elbow could throw the person off balance. A voter with a physical disability might need to lean on a door while opening it. You might cause the voter to fall if you open the door too quickly.

Voter Assistance & Cross-Cultural Communication

Voters with Speech or Hearing Disabilities

1. A voter who cannot speak can give the check-in judge his or her required information by writing it. Check-in judges should have paper and pens readily available.
2. Follow the voter's cues to determine whether speaking, gesturing, or writing is the most effective method of communication.
3. If you can communicate with the voter by speaking, speak calmly, slowly, and directly to the voter. Use short, simple sentences. Ask one question at a time. Do not shout. Your facial expressions, gestures, and body movements will help the voter understand you.
4. Do not speak for the voter or attempt to finish his or her sentences.
5. Rephrase, rather than repeat, sentences that the voter does not understand. If the voter is still having difficulties, write it down on paper.
6. If you do not understand something the voter has said, ask the voter to say it again. Do not pretend that you understand. If you are still having difficulties understanding, provide the voter with a pen and paper and ask the voter to write down what he or she said.
7. Speak directly to a person ("What is your name?"), not to his or her sign language interpreter ("What is his name?").

Voters with Cognitive Disabilities

A voter with a cognitive disability may have difficulty comprehending, reading, writing, or communicating. The voter may choose to have someone assist him or her while voting. **Do not challenge a voter's cognitive ability.**

1. Be prepared to repeat what you say – either orally or in writing.

Voter Assistance & Cross-Cultural Communication

2. Allow time to understand the voter and make sure that the voter understands you.

Tips for Cross-Cultural Communication

As an election judge, you will be assisting individuals of different backgrounds, ethnicities, cultures, and language abilities. Be patient and helpful, as this may be a new experience for some voters. Here are some effective communication tips.

1. Be clear and concise. Avoid slang and jargon.
2. Be alert for the non-verbal language of those whose cultural background is different from your own. Also, be aware of your own “body language” that others may misinterpret.
3. Ask for help from a bilingual election judge when necessary.
4. Speak slowly, directly and simply; be specific.
5. Allow pauses, do not talk too much, and organize your thoughts.
6. Recap conversations and check for understanding often.
7. Do not embarrass the person when checking for understanding.
8. Listen carefully and patiently.
9. Use the written word as well as the spoken word. If English is a person’s second language, it may be easier to read English than to hear it.
10. Understand the person’s perspective of being in a foreign setting and culture and confronted with an unfamiliar language.
11. Do not assume that undeveloped English language skills mean a person is uneducated.

2016 Election Judges' Manual



REVISED 12/7/15

Chapter 4

People and Activities in the Polling Place

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People and Activities in the Polling Place

Electioneering

Electioneering is prohibited in the polling place and between 25 and 100 feet of the entrance and exit to the polling place (“no electioneering zone”). The boundary lines for each precinct are shown on the Facility Report provided to Chief Judges. No electioneering, political activity, or posting or distributing of campaign materials may take place within the “no electioneering zone.”

Election judges are forbidden from electioneering and/or partisanship while working at the polling place. **You may not wear or display ANY political material or express political opinions while you are in the polling place or while performing the duties of an election judge.**

“Electioneering” includes wearing clothing that supports or opposes a candidate, ballot issue, or political party. The ban on electioneering **does not** apply to political messages on clothing, buttons, badges, or the like worn by a voter who is on his or her way into the polling place or inside the polling place to vote. Voters are allowed to wear clothing, buttons, or the like with a political message but are not allowed to linger in the polling place or within the “no electioneering zone.”

Throughout the day, monitor the activity outside the polling place and instruct anyone electioneering within the “no electioneering zone” to stay outside the marked boundary. If individuals persist, Chief Judges must call the Board of Elections at 240-777-8543 and the Board staff will advise the Chief Judge regarding the course of action; up to and including contacting local law enforcement and requesting that the individuals be removed from the property. Also, election judges are advised to immediately remove political materials left behind in the polling place by voters.

Election judges should not apply the “no electioneering zone” restriction to lawn signs or other speech on private property that falls within the 100 foot zone unless the election judge (or local board) can articulate a reason why the restriction is necessary to prevent voter confusion, harassment, or intimidation. Election judges may *request* that a property owner limit display of campaign signs to areas beyond

People and Activities in the Polling Place

100 feet, but any effort to enforce compliance by a person at that person's residence should be referred to the local board of elections for appropriate action.



If you have any questions, ask the chief judges.

Exit Polling

Organizations and individuals sometimes conduct “exit polling” to gather information about how individuals voted. Exit polling is permitted within the “no electioneering zone” subject to the direction of the chief election judges.

Individuals conducting exit polling must:

1. Stay outside the polling room;
2. Not ask questions until after the voter has voted and left the polling room;
3. Inform voters that participation is voluntary; and
4. Not electioneer within the “no electioneering zone.”

Note: Chief Judges should try to accommodate exit pollsters. However, chief judges are reminded of their duty to maintain order in and around the polling place including limiting activities that create delays or disruptions in the voting process or access to the polling room. Chief Judges may designate an area for exit polling outside the polling room and limit the number of people for each organization or the number of groups polling.

Challengers and Watchers

Maryland law allows designated individuals to serve as challengers and watchers. Challengers and watchers represent candidates, political parties, or proponents and opponents of ballot issues. Accredited challengers and watchers are election observers who have access to polling places to observe all Election Day activities.


People and Activities in the Polling Place

1. To be an accredited challenger and watcher, an individual must have a certificate completed by one of the following persons or entities:
 - A. The State Board of Elections;
 - B. A local board of elections;
 - C. A candidate (including filed write-in candidates);
 - D. A political party; or
 - E. Any other group of voters supporting or opposing a candidate, principle, or proposition on the ballot.
2. Challengers and watchers have the right to:
 - A. Be in the polling room at least a 1/2 hour (6:30 a.m.) before the polls open;
 - B. Be in the polling room at any time when the polls are open;
 - C. Be in the polling room during the completion of all tasks associated with closing the polls. Challengers and watchers must be inside the polling room before the polls close at 8:00 p.m.
 - D. Maintain a list of registered voters who have voted or individuals who have cast provisional ballots, and take the list outside of the polling place;
 - E. Be positioned where they can see and hear each voter as the voter checks in to vote and can observe the activities in the polling room. The chief judges will determine where challengers and watchers will be positioned. Chief judges are **NOT** required to place challengers and watchers directly behind the check-in table or where they can see the screen of the electronic pollbooks;
 - F. Challenge a voter's identity; and


People and Activities in the Polling Place

G. Periodically throughout the day, may request:

- One of the Chief Judges to accompany him or her to the ballot scanner not currently being used by voters to verify the tamper tape and see the public counter; and
- One of the check-in judges to allow him or her to see the number of voters who have been checked in to vote (located at the bottom, center of the “Find Voters” screen of the electronic pollbook). This action should not interfere with the election judges checking-in of voters.

 **Chief Judges have the discretion to determine if the polling place is too busy at the time of a request and then comply with the request during non-peak voting times.**

3. Except as described in item G above, a challenger and watcher may **not** move about the polling place during voting hours. A challenger and watcher who wants to talk with a voter must do so outside the polling place and outside the “no electioneering zone.”
4. In addition, a challenger and watcher **cannot** attempt to:
 - A. Find out how a voter voted or intends to vote;
 - B. Talk with any voter in the polling room;
 - C. Assist any voter in voting;
 - D. Interfere with the election process or impede a voter’s access to an election judge;
 - E. Physically handle an original election document; or
 - F. Use a cell phone, laptop, pager, or other electronic equipment in the polling place.

 **Chief Judges may ask the challengers and watchers to leave a polling place before it opens if the challengers and watchers will**

People and Activities in the Polling Place

prevent the timely opening of the polling place. A majority of the election judges must agree.

! Chief judges may remove any challenger or watcher who interferes with the work of the judges, violates the prohibitions listed above, or does not follow an election judge's order.

State of Maryland Challenger & Watcher Certificate									
Part I – Instructions and Information									
Instructions to Designating Candidate or Entity: You may designate a Maryland registered voter as a challenger and watcher if you are: (a) a candidate; (b) a political party; or (c) any other group of voters supporting or opposing a candidate, principle, or proposition on the ballot. (To be eligible, the group of voters must form a political committee under section 13-207 of the Election Law Article.)									
Before designating any individuals, please read the State Board of Elections' <i>Instructions and Information for Challengers, Watchers, and Other Election Observers</i> (available at www.elections.state.md.us/get_involved/index.html). Please provide the State Board's instructions to any individual you designated as a challenger and watcher.									
Instructions to Challenger and Watcher: Please read the State Board of Elections' <i>Instructions and Information for Challengers, Watchers, and Other Election Observers</i> (available from your designating candidate or entity or at the website listed above). You must have this certificate when you are acting as a challenger or watcher; you will not be permitted to remain in the voting area without a signed certificate. Give an extra copy of this signed certificate to the election judges when you arrive at an early voting center or polling place.									
As a challenger and watcher, you have the right to:									
<ul style="list-style-type: none">• Enter the voting area at least (but no later than) 30 minutes before voting hours begin;• Enter or be present in the voting area at any time during voting hours;• Remain in the voting area until all post-voting tasks have been completed and the election judges leave the voting area;• Maintain a list of registered voters who have cast a ballot or individuals who have cast provisional ballots;• Enter and leave the voting area to take outside information that identifies individuals who have cast ballots; and• Be positioned near the election judges so that you may see and hear each voter as the voter checks in to vote.									
You cannot attempt to: (a) determine how a voter voted or intends to vote; (b) talk with any voter in the voting area; (c) assist any voter in voting; (d) physically handle an original election document or equipment; (e) interfere with the election process or impede a voter's access to election judges; or (f) use a cell phone, laptop or other electronic equipment in a voting area.									
You may be removed by an election judge if you do not follow an election judges' order or attempt a prohibited act.									
Part II – Certificate Designating Challenger and Watcher									
I/We certify that _____ has designated _____ as _____ a _____ <small>Name of Designating Candidate or Entity Name of Challenger/Watcher</small>									
registered voter, to act as a challenger or watcher for the <input type="radio"/> 20____ Primary Election OR <input type="radio"/> 20____ General Election. <small>(check only one)</small>									
This individual will act in this capacity <input type="radio"/> on election day (complete Part A) and/or <input type="radio"/> during early voting (complete Part B). <small>(check all that apply)</small>									
Part A: I/We designate this individual as a Challenger or Watcher for the following precinct(s) on election day:									
<table border="1"><thead><tr><th>District/Precinct or Ward/Precinct</th></tr></thead><tbody><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></tbody></table>	District/Precinct or Ward/Precinct				<table border="1"><thead><tr><th>Name of County or Baltimore City</th></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></thead></table>	Name of County or Baltimore City			
District/Precinct or Ward/Precinct									
Name of County or Baltimore City									

Part B: I/We designate this individual as a Challenger or Watcher on the following days and at the following early voting locations:																					
	Early Voting Dates	Name of Early Voting Center	Name of County or Baltimore City		--------------------	-----------------------------	----------------------------------														
_____ Signature of Designating Candidate or Officer of Designating Entity																					
_____ Office sought by Candidate																					
_____ Date																					
SBE 10-312 Rev. 9/2011																					

Challenger and Watcher Certificate - Sample

! The right of an individual to vote may be challenged **ONLY** on the grounds of **identity**. The challenge must be made before the individual is issued a ballot, Ballot Activation Card, or a voter authority card.

Individuals Attired or Equipped as Officials

At a polling place and within the “no electioneering zone,” a person may not wear clothes or equipment that creates the appearance that

People and Activities in the Polling Place

the individual is performing an official or governmental function in connection with an election. This includes:

1. Wearing a public or private law enforcement or security guard uniform;
2. Wearing an armband: or
3. Carrying or displaying a gun or badge.

Note: The following is an **exception**:

Law enforcement officers or security guards who are on duty, traveling to or from duty, or who are performing an official governmental function may vote while wearing a uniform.

Polling Place Evaluators

Members and staff of the local board of elections or other individuals approved by the Maryland State Board of Elections or the local board of elections will make unannounced visits to polling places to evaluate the election judges' compliance with procedures and their general performance.

Evaluators use a Polling Place Evaluation Form when conducting evaluations. During the visit, evaluators may speak with election judges and inspect reports but are not allowed to hinder or interfere with the voting process.

2016 Election Judges' Manual



REVISED 2/17/16

Chapter 5

Chief Judges

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Chief Judges

General Information

The security of voting materials and equipment is very important. You must follow the chain of custody procedures when picking up and bringing back election supplies and equipment including, memory sticks, passcodes, keys, ballot activation cards, and paper ballots. It is also important to maintain security control over the voting equipment. All reports and forms must be completed and signed appropriately.

All election judges are expected to work together as a team to **ensure that the polling place opens on time as required by law and when closing the polls.**

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.



Chief Judges

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



Election Day Preparation

Chief Judge Inspection of the Polling Place

Visit the polling place facility about one week prior to the election to become familiar with the location and room layout including the position of electrical outlets and telephone line.

Contact the Building Services Manager to remind them that the building is to be open by 6:00 am on Election Day. Confirm that you have access to the polling room for your Monday night meeting and set-up. The telephone number of your polling place and the Building Services Manager's name is on the precinct's *Facilities Report* provided to Chief Judges three (3) weeks before the election. If you have a problem obtaining access, call the Board of Elections. Obtain the name and contact information for the individual(s) who will be at the polling place Election Day morning and evening. This person may/may not be the Building Services Manager.

Chief Judges

Verify that the accessible entrance will be open on Election Day. If there is an automatic door opener and it is not working, check to see if it has been turned off.

Locate and ensure that an accessible parking area for elderly voters and voters with disabilities is clear and designated with either permanent or temporary signs.

Review the suggested diagram of your polling place (provided with the Facilities Report) and plan how to best set up your polling site. Choose the best location for the voting equipment and voting booths (providing privacy for each voter), the check-In tables with the Electronic Pollbooks and printers, and the provisional tables. Arrange the site to allow for an efficient flow of voters.

In any election during which high turnout is expected, line management planning and execution become important. This must be done long in advance of voters arriving. Failing to do this may contribute to a confused and even hostile, rather than simply busy, environment. Once crowds are present, it is much harder to implement good line management steps. Where will voters line up for check-In? Where will they line up to wait for access to voting booths or the scanner? Use provided tape to make floor markings in the form of arrows and stopping points on the floor. Make additional signs as needed to guide voters from the entry to check-In and from check-In to the voting booths or the provisional area. Mark the entrance and exits clearly. Use chairs and other excess furniture or equipment to serve as guides or sign holders.

Determine how you would safely evacuate the polling room in the event of an emergency. Use guidelines in the Quick-Start Toolkit.

Precinct Supply Pick-up

The Saturday **before** the election, one Chief Judge is responsible for picking up the precinct's election supplies. Please coordinate the supply pick-up with your counterpart.

Chief Judges

Pick-Up/Return Election Day Supplies:

**18753 N. Frederick Avenue
Suite 105, at rear of the building
Gaithersburg, Maryland 20879**

Please pick-up your precinct supplies during the designated time. You will receive a “pick-up card” prior to Election Day. Place the pick-up card on the car’s dashboard on the driver’s side. If for some reason you cannot pick-up at the designated time, please call your recruiter.

Chief Judge Briefing

The Friday and Saturday before the election Chief Judges are encouraged to attend a pre-election briefing to discuss any concerns they have prior to Election Day (polling place staffing, etc.). During the briefing chief judges will receive updates to election procedures.

Pre-Election Meeting/Set-Up

Contact your counterpart to arrange the time of the meeting and then contact every election judge assigned to the precinct (including technical personnel if applicable) to notify them of the time of the meeting. The standard meeting time is 6:30 p.m. at the precinct.

The two Chief Judges should arrive at least a ½ hour before the Monday night meeting starts to open and inventory the Red Bag with the precinct’s security items (if not done previously). Together, verify all items listed on the inventory list included in the Red Bag. After setting up the polling place re-secure critical items in the Red Bag until election morning using a red lock. Make a list of any missing items and call your Roamer to tell him/her what is needed.

At the pre-election meeting:

1. Review the diagram for your polling place. Ensure that the polling place is properly set up.
 - A. Plan for voter lines at the check-in and ballot table(s) and voting equipment.

Chief Judges

- B. Plan for line management, challengers and watchers, electioneers, and media.
 - C. Check the locations of the doors, accessible entrances and electrical outlets.
 - D. Verify that all voting equipment has been received.
 - E. Arrange your tables, voting booths, and equipment for maximum voter privacy.
 - F. Check the power to the voting equipment and pollbooks.
2. Verify that the polling place entrance, including the accessible entrance, will be open for:
 - A. Election judges on election morning; and
 - B. Voters when voting hours begin and will remain open until closing time.
 3. Verify that the proper amounts of ballots, ballot styles, and ballot activation cards have been delivered.
 4. Check that all supplies have been delivered and that the supplies are in good working order.
 5. Check and verify that all carts, voting equipment, electronic pollbooks, provisional ballot bags, and ballot transfer bins have been delivered and are properly sealed.
 6. Check for damage, make note of anything you find in the *Election Day Log*, and immediately report it to the local board of elections.
 7. If technical assistance is needed, call your Roamer. The name and telephone number for the Roamer assigned to your polling place will be on the *Facilities Report*.

Chief Judges

 **Do not open the scanning unit(s) or run opening reports from the scanning units or electronic pollbooks until election morning.**

8. Set-up the voting booths.
9. Arrange the tables and chairs according to the plan developed during your inspection visit. At this time you should also tape the Pollbook and voting equipment cords, power strips and extension cords (as needed) on the floor to prevent tripping. Use the blue painters' tape.
10. Each table has its own set of supplies. The judges assigned to work a given table during the opening shift on Election Day should set-up that table, so that they have a chance to become familiar with the supplies prior to election morning. ***Refer to the inventory sheets in each Supply Bag.***
11. Open the **Green Supply Bag** and arrange the supplies at each table.
12. Take the signs from the **Blue Bag** and arrange them around the polling room. Do not place the outdoor signs until the morning of the election.
13. **Open the Orange Provisional Bag** and inventory the contents using the list included in the Orange Bag. Verify receipt of the number of ballots listed on the *Provisional Ballot Certificate*. After the chief judges have signed the *Provisional Ballot Certificate* place it in the red folder. Secure the provisional ballots and applications in the Orange Bag with a numbered red lock.
14. Organize and assign duties to your team members for the next morning. Everyone should know what is expected of them the next morning. Be sure the entire team understands the meal arrangements. Use the precinct management plan provided in the Quick Start Toolkit.

Chief Judges

15. Review the **emergency plan** with the team so everyone knows what to do in an emergency. Be sure everyone knows the “meeting” location outside the facility in case of an emergency.
16. Review any new procedures you may have received at the Chief Judge’s Briefing and/or last minute instructions.
17. Remind all judges that it is important to be aware of possible security violations while safeguarding the voter’s right to privacy.
18. Remind all judges that everyone must arrive on time at the polling place and that the polling place **MUST** be ready for voters by 7:00 am. No one may leave the polling place during the day. Even if only one election judge reports to work the polling place **MUST** open at 7:00 am to service voters.
19. Remind the Closing Judges that they must arrive by 6:30 pm on election night.
20. Using the precinct’s telephone, call the Help Desk on 240-777-8543 to report that you are set up.

General Responsibilities of Chief Judges

1. Manage tasks and activities in the polling place. Call the local board of elections for any assistance.
2. Supervise election judges.
 - A. Confirm that all election judges have arrived and are working to open the polling place on time.
 - B. Verify that all election judges have signed the payroll sheet.
 - C. Assign duties and break times, especially for meals. Chief Judges may fill in for election judges to allow for breaks.
3. Ensure that all rules and procedures in this manual, in training, and stated by the board of elections are followed.

Chief Judges

4. Ensure that the polling place operates in a peaceful, orderly manner and in accordance with all applicable policies and procedures.
5. Monitor the line of voters waiting to check-in and to be issued ballots. Also monitor the line of voters waiting for an open voting booth or provisional ballot. Alert the elections office if lines become long (e.g., voters are waiting 30 minutes or longer in line to vote).
6. Ensure that **only** voters who are required to present ID are asked to do so.
7. Assist voters as needed.
8. Answer questions and provide instructions to voters, election judges, the media, and challengers and watchers. Serve as a liaison between people in their polling place and the local board of elections.
9. Record any problems, issues, or unusual situations in the *Election Day Log* including:
 - A. Any alleged malfunction of the voting equipment (Scanning Unit and Ballot Marking Device), electronic pollbooks, or other equipment;
 - B. Issues that may require further investigation; and
 - C. Issues regarding the conduct of challengers and watchers, election judges, media, electioneers, and voters.

Be specific and include the voting equipment number and the names of all people involved.

10. Report any potential issues with voting equipment to the Roamer or by calling the Help Desk on 240-777-8543.

Chief Judges

11. Ensure that voters do not leave the polling place with voting equipment, supplies, voter authority cards, ballot activation cards, or ballots.
12. Periodically check the power supply and the charging status of all voting equipment.
13. Ensure that tamper tape is properly attached to the voting equipment, transfer bins, and carts, and is not voided.
14. Ensure that all rules and procedures for polling place security and voting equipment security are followed as outlined in *Chapter 2 – Security Rules & Awareness*.
15. **Ensure that voting equipment, including any that are shut down, are not removed from the polling place without authorization from the local board of elections.**
16. Ensure that all forms are completed and signed as required.

Absent Election Judges

If an election judge does not arrive at the polling place by the time designated by the local board of elections, notify the local board of elections **immediately**. The local board of elections will send a replacement election judge as soon as possible or instruct you to appoint replacement election judges in accordance with State law.

⚠ Election judges must continue to set up the polling place and open the polls on time, even if only one political party is represented among the election judges.

Election Morning Set-Up

Check-in Area Set-up

Ensure that:

Chief Judges

1. Check-in judges have received and read the *Check-in Judge's Job Guide and Checklists*;
2. Electronic pollbooks and printers are set up;
3. The *Ballot Counts Report* and the *Voter Counts Report* have been printed from the electronic pollbooks and taped to the *Electronic Pollbook Integrity Report*;
4. The "Opening" section of the *Electronic Pollbook Integrity Report* has been completed and signed;
5. All power cords and cables are plugged in and are properly secured or out of the way; and
6. Check-in table supplies are set up.

Ballot Area Set-up

Ensure that:

1. Ballot issue judges have received and read the *Ballot Judge's Job Guide*;
2. The *Ballot Certificate - Opening* has been completed and signed;
3. All ballots and ballot activation cards are accounted for and secured; and
4. Ballot table supplies are set up.

Voting Area Set-up

Ensure that:

1. Voting judges have received and read the *Voting Judge's Job Guide*;

Chief Judges

2. All voting equipment and voting booths are set up and opening procedures are completed;
3. The Ballot Marking Device (BMD) is set up and the headphones and keypad are ready to use;
4. A Consolidation Report and three Zero Reports have printed from the Scanning Unit.

Then:

1. Separate (cut) the Zero Reports below the signature section;
2. Sign all three Zero Reports;
3. Attach the first Zero Report (with the Consolidation Report still attached) to the *Scanning Unit Integrity Report - Opening*;
4. Place the second Zero Report in the Black Memory Stick Security bag; and
5. Post the third Zero Report for public viewing.

Then ensure that:

1. All compartments on the Scanning unit and BMD are locked and tamper tape or seals have been applied, as required;
2. All power cords are plugged in properly; and
3. All voting equipment supplies are checked and set up.

Provisional Voting Area Set Up

Ensure that:

1. The provisional ballot judge has received and read the *Provisional Ballot Judge's Job Guide*;

Chief Judges

2. All provisional supplies have been checked; and
3. The *Provisional Ballot Certificate - Opening* has been completed.

Other Areas Set Up

Ensure that:

1. All election day signs have been posted (see *Quick Start Toolkit* for pictures of all of the signs);
2. The “No Electioneering” zone has been marked;
3. Accessible parking spaces are marked and open to voters;
4. The accessible entrance to the polling place is open and clear of obstacles;
5. Any other items sent to improve accessibility have been set up; and
6. There are no obstacles and hazards inside the polling place that could cause injury.
 - A. Fasten floor mats, rugs, and power cords securely or move them out of the way; and
 - B. Keep floors as dry as possible.

During Voting Hours Responsibilities

Check-in Area

1. Check that all electronic pollbooks are synchronized and charged.

Chief Judges

2. Check that check-in judges are efficiently processing voters including initialing and highlighting the precinct, party and ballot style on each voter's VAC.
3. Assist with voters qualified for a provisional ballot as needed.
4. Complete *Voter Assistance Forms* and *Challenged Voter Affidavits* as needed.
5. If necessary, complete the "During Voting Hours" section of the *Electronic Pollbook Integrity Report*.
6. Provide assistance to voters with disabilities as requested.
7. Ensure that all voters in line at 8:00 p.m. when the polls close are allowed to check in.

Ballot Area

1. Verify that the voter has signed the voter authority card (VAC) and that the Check-in Judge has initialed the VAC on the correct line;
2. Initial VACs presented by voters;
3. Read the voter's VAC to determine the correct ballot style;
4. Issue the correct ballot to voters;
5. Issue ballot activation cards to voters using the BMD;
6. Direct voters to the voting area to vote; and
7. Keep unvoted ballots secure at all times.

Voting Area

1. Check that all voting equipment is plugged in and charging.

Chief Judges

2. Check that all tamper tape is properly installed and not voided.
3. Check that seals are properly applied and intact.
4. Periodically count and bundle the number VACs collected at the scanning unit.
5. Periodically check the “Public Count” on the scanning unit to prevent exceeding the capacity of the ballot transfer bin located inside the scanning unit.
6. Ensure that all voters in line at 8:00 p.m., when the polls close are allowed to vote.

Provisional Voting Area

1. Monitor the supply of provisional ballot applications and ballots.
2. Process provisional voters.
3. Verify that each provisional application is completed accurately, completely and signed by the voter.
4. Check that the Provisional Ballot Bag(s) is/are not full.
5. Check that the Provisional Ballot Bag(s) remain locked and are secured.

Other Areas

1. Periodically check the line of voters waiting to vote. Use the line management strategies listed in *Chapter 1*.
2. Post and call in voter turnout numbers as instructed by the local board of elections.
3. Check activity outside in the “No Electioneering” zone.

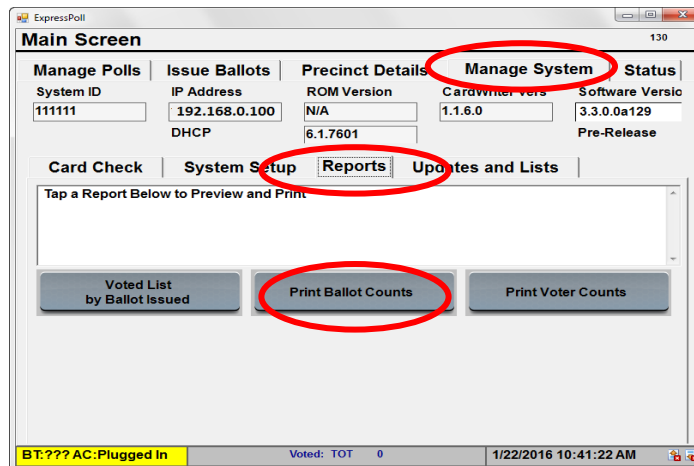
Chief Judges

4. Check that accessible parking and the path from the parking lot to the voting room are not obstructed and are clearly marked.
5. Ensure that the accessible entrance is unlocked and the path to the voting room is clearly marked.
6. Complete the *Election Day Log* as needed.

Voter Turnout Reports

At 11:00 a.m. and 4:00 p.m., print and post for public viewing the Precinct Unofficial Turnout Report.

1. From one pollbook print the Voter Counts Report:
 - a. Press the “Return to Main” button;
 - b. Press the “Manage Systems” tab
 - c. Press “Reports” tab
 - d. Press “Print Voter Count Reports” and report will print.



2. Tape the Voter Counts Report onto the Precinct Unofficial Turnout Report form in the space provided and write the precinct number on the appropriate line;
3. Post the Precinct Unofficial Turnout Report for public viewing.
4. Record in Chief Judge Log that report was posted.

Precinct Unofficial Turnout Report
REPORTAJE NO-OFICIAL DE VOTACIÓN

(Post for Public Viewing)

Primary Election
Elecciones Primarias

General Election
Elecciones Generales

District/Precinct
Distrita/Precinto

At 11:00 AM and 4:00 PM

Print the ***Consolidated Voter Counts Report***
from one pollbook and attach here.

Directions for printing report:

1. Tap **"Return to Main"** button
2. Tap the **"Manage System"** tab (top right)
3. Tap the **"Reports"** in the middle of the screen
4. Tap **"Print Voter Counts Report"** button

Chief Judges

After the Polls Close

Voting Area

As soon as the last voter has left the precinct:

1. End the election on the scanning unit. This is done by the two Chief Judges (or a **bipartisan** team of judges which includes a Chief Judge).

Follow the specific instructions in Chapter 17 *Ending the Election*.

2. Important Reminders:

- a. Print three Totals Reports from the Scanning Unit, as directed in Chapter 17.
- b. Both Chief Judges and each judge assisting with closing the scanning unit must sign the reports;
- c. Put the **first** report in the **Black** Memory Stick Security Bag and the **second** report in the **Red** Memory Stick Security Bag;
- d. Press “Cancel” then “Finished – Turn Off” to power off the Scanning Unit;
- e. Allow all lights in the front of the access compartment and on the display screen to go completely dark and unplug the unit from the power outlet **BEFORE** removing the memory sticks;
- f. Pull the **Rear Memory Stick** from the rear compartment and verify the serial number in column G of the *Scanning Unit Integrity Report – Closing*;

Chief Judges

- g. Close and lock the rear access door, do not apply new tamper tape;
 - h. Immediately put the **Rear Memory Stick** in the **Black Memory Stick Security Bag** (with the first results report) and seal the bag;
 - i. Complete the **Precinct Chain of Custody Form – VOPD Rear Memory Stick(s)** with the Voting Operations Judge - Driver (VOP-D) assigned to transport the memory stick;
 - j. Give the bag to the VOP-D for **immediate** delivery to the election night reporting location indicated on the bag; and
 - k. Follow the instructions in Chapter 17 *Ending the Election* to complete the closing of the Scanning Unit; including removal of the **Front** Memory Stick from the front compartment, securing the blue **Ballot Transfer Bin(s)** and completion of the *Scanning Unit Integrity Report – Closing*, **Precinct Chain of Custody Form for Closing Judges** and **Precinct Chain of Custody Form for Ballot Transfer Bins**.
- 3. Close and pack the Ballot Marking Device and apply new tamper tapes and seals, as appropriate.
 - 4. Complete the closing section of the *Ballot Marking Device Integrity Report*.

Check-in Area

Ensure that:

- 1. The final *Ballot Counts Report* and the *Voter Counts Report* have been printed from the electronic pollbooks and have been attached to the *Electronic Pollbook Integrity Report*;
- 2. All electronic pollbooks and printers are shut down and packed;

Chief Judges

3. The “Closing” section of the *Electronic Pollbook Integrity Report* has been completed;
4. All power cords and cables are packed; and
5. All other check-in supplies are packed.

Ballot Area

Ensure that:

1. The “Closing Information” section of the *Ballot Certificate* has been completed; and
2. All ballots and ballot activation cards have been accounted for and supplies are packed.

Voting Area

Ensure that:

1. All voting equipment is closed, sealed and packed, including any cables or cords;
2. Voting booths are disassembled;
3. All VACs have been sorted, counted and bundled in groups of 25, by party, and recorded on the VAC Worksheet and VAC box sticker;
4. Privacy sleeves and associated equipment are collected and supplies are packed.

Provisional Voting Area

Ensure that:

1. The provisional ballot bag is locked and sealed;

Chief Judges

2. All provisional VACs are counted;
3. All provisional supplies have been packed; and
4. The *Provisional Ballot Closing Certificate* has been completed.

Closing Summary Report

1. Complete the *Closing Summary Report*. Use the information from the other reports as indicated on the *Closing Summary Report*.

Other Areas

Ensure that:

1. All signs have been taken down and packed;
2. “No Electioneering” signs/tape have been taken down and packed;
3. Any other items sent have been packed (traffic cones, ramps, accessibility equipment, entrance signs, etc.); and
4. The polling place has been left in a clean condition, with all materials to be picked up later placed in a secure location (as instructed by the local board of elections).

Voter Identity Challenges

The right of an individual to vote may be challenged **ONLY** on the grounds of identity. **The challenge must be made before the individual is issued a ballot, ballot activation card, or a voter authority card.**

Individuals (i.e., accredited or non-accredited challengers and watchers) may enter the polling room for the sole purpose of challenging the identity of other individuals trying to vote. A non-accredited challenger must follow the same rules and restrictions as an accredited challenger or watcher but must leave the polling place

Chief Judges

as soon as the challenge is made. A majority of election judges may limit the number of challengers or watchers in the polling place.

Election judges may also challenge the identity of an individual trying to vote. If this happens, follow all procedures for challenging a voter's identity. Unlike other non-accredited challengers, you are not required to leave the polling place following a challenge.

If a voter's identity is challenged:

1. Ask the voter for an acceptable form of ID.

The following are acceptable forms of ID:

- A. The individual's voter registration card;
- B. The individual's social security card;
- C. The individual's valid Maryland driver's license or MVA ID Card;
- D. Any ID card issued to the individual by the federal, State, or local government;
- E. Any employee ID card of the individual that contains a photograph of the individual and is issued by the employer; or
- F. A copy of a current bill, bank statement, government check, paycheck, or other government document that shows the name and current address of the individual.



The individual's social security card is an acceptable form of ID for a challenged voter. However a social security card is not an acceptable form of ID for a voter whose "status" is "pending" ("Pend1" or "Pend2") in the electronic pollbook.

2. If the voter presents an acceptable form of ID have the voter return to the check-in line to continue the check-in process.
3. If the voter cannot present an acceptable form of ID:

Chief Judges

- A. The challenger and challenged voter must complete their portions of the *Affidavit for Challenger & Challenged Voter*. The chief judge must witness the challenger and challenged voter signing the affidavit and may provide additional information in Part III;
 - B. Have the voter return to the check-in line to be checked in as a provisional voter (provisional reason code #8 “Identity challenged and cannot provide acceptable form of ID”);
 - C. Escort the voter to the provisional ballot judge; and
 - D. Instruct the provisional ballot judge to tape the *Affidavit* to the outside of the voter’s provisional ballot envelope.
4. If election judges believe a challenger or watcher is making challenges that are not supported by specific information about the voter’s identity, call the local board of elections office for assistance.

Equipment Issues (Incident Report)

If any voting equipment, electronic pollbook, or any other equipment malfunctions, investigate the incident. If necessary, call for the Roamer or call the help desk on 240-777-8543.

An *Incident Report Form* must be completed by the technician to document specific information about the incident. Both Chief Judges must sign the *Incident Report Form*.

Also chief judges must record a description of all incidents in the *Election Day Log*.

The original *Incident Report Form* is returned to the local board of elections.

Chief Judges

Extended Voting Hours

The local board of elections will notify you if an order extending voting hours is issued. The local board of elections will instruct you when to open the Extended Voting Hours Envelope.

⚠ Do NOT open the sealed Extended Voting Hours envelope unless instructed by the local board of elections. Refer to the Quick Start Toolkit for more information.

2016 Election Judges' Manual



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Chapter 6

Check-in Judges

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Check-In Judges

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.



Check-In Judges

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

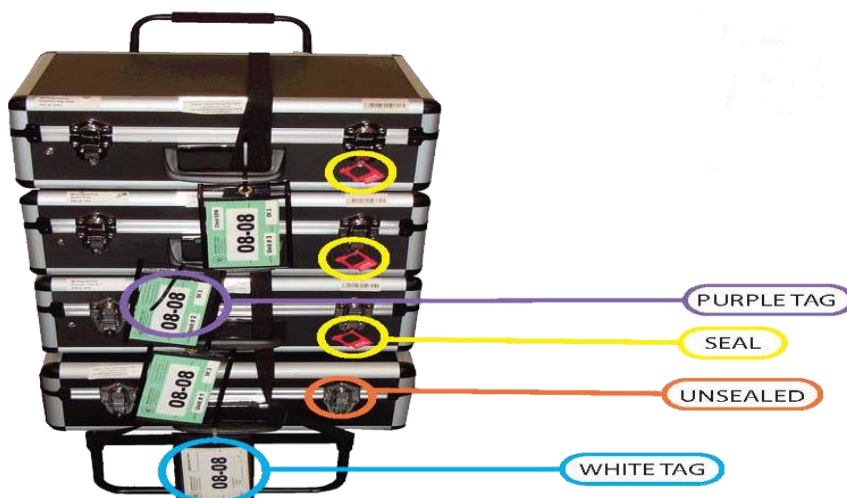


Electronic Pollbook Set-Up

All Election Judges should help during the pre-election meeting on the Monday night before Election Day. Voting Operations Judges will set-up the Electronic Pollbooks and printers. Follow the procedures outlined in *Appendix 1 – Opening and Closing the Electronic Pollbook*.

1. Using the *Electronic Pollbook Integrity Report* (located in the printer case), verify that the correct electronic pollbooks and printers have been sent to the correct precinct. Examine the luggage tag attached to each case. The printer case is unsealed and has a white tag.

Check-In Judges



2. Complete the *Electronic Pollbook Integrity Report – Opening Information*. Initial in Column 4 to certify that the correct pollbooks have been received. Give the report to the Chief Judges to sign.

Electronic Pollbook Integrity Report								State of Maryland
District/Precinct:		County: Montgomery			Date: April 26, 2016			
Judges must: <ul style="list-style-type: none"> Complete the Opening section below. Remember to print and sign the Zero Reports from each pollbook and attach them to this form BEFORE the polls open. Verify and record information about having to remove the Inner Seal during the day, if necessary. Complete the Closing section. Remember to print and sign the Totals Report from one poll book and attach it to this form. 								
Remember: Chief Judges must sign this form AFTER the polls close.								
	OPENING				DURING		CLOSING	
	1	2	3	4		5	6	7
Pollbook ID #	Outer Seal # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Inner Seal # (on top lid of pollbook)	Verify inner seal was intact when polls opened (initial)		If Inner Seal was removed during the day, please record reason here. If more room is needed use back of this page.	New Inner Seal #	New Outer Seal # (applied to storage case at closing)
	VERIFY	VERIFY	VERIFY	REP/OTH	DEM	RECORD	RECORD	RECORD
#1								
#2								
#3								
#4								
#5								
#6								
To the best of our knowledge the information on this report is true and correct.								
_____ CHIEF JUDGE				_____ CHIEF JUDGE				
Rev. 12/14/2016								

3. Open the **Green Supply Bag** and inventory the contents. Set up the individual check in tables so that **EACH** Check-in Judge has the following:
 - A. Electronic pollbook;
 - B. Stylus for the electronic pollbook;

Check-In Judges

- C. Printer for the electronic pollbook;
 - D. Extra roll of paper for the printer;
 - E. *Voter Update Forms*;
 - F. *Voter Assistance Forms*;
 - G. *Certificates of Participation*;
 - H. Pens;
 - I. Note pads; and
 - J. Paper clips and rubber bands.
4. When you have completed all the procedures and verified that all equipment is functioning properly, turn off the Pollbooks and the printers but leave the power strip on. Leave everything set up for election morning.

Election Morning

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.
2. Follow the *Setting Up and Opening the Electronic Pollbook* procedures in Appendix 1 to prepare the electronic pollbooks and printers for Election Day.

Check-In Judges



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

During Voting Hours

Following the procedures outlined in *Chapter 10 – Using the Electronic Pollbook*, Check-in Judges' responsibilities include:

1. Using the electronic pollbook to look up and verify voters' information;
2. Printing Voter Authority Cards (VAC) from the electronic pollbook;
3. Asking voters to verify the printed information on their VACs;
4. Instructing voters to sign their VACs;
5. Initialing VACs in the space provided;
6. Circling or highlighting the District/Precinct, party and ballot style printed on the VAC;

Check-In Judges

VOTER AUTHORITY CARD
Presidential General Election 2012

Linc. Abraham Quincy
Main St APT A. Anytown 12345
DOB: 5/2/1842
ID#: 3 Party: **Republican**
DIST/PREC: 001-001-1 CONG=03: LEGIS=32: COUNCIL=001
EPB Number: 018787
Ballot Style: 2
Issued: 12/10/2013 09:45:03 Issued By: ABIGAIL G
Reason: 0

IMPORTANT

If your address or other information has changed, please request the Voter Update Form from an election judge.

Please sign in the space below.

Voter Signature

Check-in Judge Initials: _____

Ballot Issuing Judge: _____ Voting Judge: _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

7. Having voters complete the *Voter Update Form*, if necessary;
8. Directing voters to the provisional ballot voting area; and
9. Directing voters to the ballot issuing area;


Note: Arrange a single line leading to the check-in area. See the “Line Management” section in Chapter 1 for more information. If a voter requests assistance while at check in notify a chief judge.

! Do not use the electronic pollbook (EPB) to look up any person who is not the person you are currently checking in to vote unless directed by a Chief Judge. Do not misuse the EPB or you may be removed and not paid.

Check-In Judges

IMPORTANT REMINDERS

1. **DO NOT** ask a voter to show ID **unless** the voter is marked as “Show ID” in the electronic pollbook.
2. If any voter offers their ID, **you may accept it but the voter must also state or write his or her name, address, and month and day of birth.**
3. If a voter’s identity is challenged, **summon a chief judge immediately.** **Do not process this voter any further.**
 - If the challenged voter presents an acceptable ID to the chief judge, continue to check in the voter.
 - If the challenged voter does not present an acceptable ID to the chief judge, the voter must vote by provisional ballot (use provisional code #8).

 If you have checked-in the wrong voter and have already printed a voter authority card, **notify a chief judge immediately.**

Voter Update Form

The Voter Update Form is used to update information about the voter for future elections. The following information about the voter may be updated using the Voter Update Form:

1. **Address:** If the voter moved **within 21 days of election day,** complete a Voter Update Form. The voter can vote a regular ballot.

Note: If the voter moved **more than 21 days before election day,** the voter must be issued a provisional ballot. The provisional ballot application will serve to update the voter’s information and no Voter Update Form is needed.

Check-In Judges

“21 Day” Dates for 2016 Elections:

PRIMARY ELECTION: If the voter moved **prior** to April 5, 2016, the voter must be issued a provisional ballot.

GENERAL ELECTION: If the voter moved **prior** to October 18, 2016, the voter must be issued a provisional ballot.

2. Name: The voter’s name may have changed (e.g., marriage) or be different (e.g., misspelled) from the information in the electronic pollbook.
3. Date of Birth: The date of birth for the voter may be incorrect in the electronic pollbook. Review the information on the electronic pollbook to make sure you are checking in the correct voter before issuing a Voter Update Form to change a date of birth.
4. Party Affiliation: The voter’s party affiliation may be changed for the **next** election.
5. Identification Information: This section of the Voter Update Form is completed by an election judge only when the electronic pollbook indicates “ID Required” for the voter. Issue the voter a regular ballot if the voter presents acceptable ID. Refer to Chapter 10 for a list of acceptable ID.
6. Death Notice: A voter may report the death of another voter and request that the voter’s name be removed from voter registration records. This request will be investigated by the local board of elections before a change is made to voter registration records.

Check-In Judges

State of Maryland – Voter Update Form

Note: Have the voter fill out the applicable section and sign and date at the bottom.

Voter Information	Election Judges fill in this section:				
	Voter ID #	Last Name	First Name	Middle Name	Date of Birth
Change of Address	<input type="checkbox"/> Check here if you moved within 21 days of the election. Provide your new address below: Residence Address: _____ Mailing Address (if different): _____ City, State ZIP: _____ Telephone Number: (Day) _____ (Evening) _____ NOTE: If you moved more than 21 days before election day, you have two choices: Go to an early voting center in your county or your new precinct on election day, OR vote a provisional ballot here. If you vote a provisional ballot here, only those contests for which you are eligible to vote will be counted.				
Change of Name/Date of Birth	Last Name _____ First Name _____ Middle Name _____ Date of Birth _____				
Change of Party Affiliation	For future elections, I want my party affiliation to be: <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Constitution Party <input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other-Specify: _____				
Identification Information	Election Judge Use Only – ✓ Indicate the type of ID provided only if "ID required" is specified on the VAC or precinct register. Photo ID – There is no requirement that the photo ID have an address or, if there is an address, that the address match the address on the VAC or this form. <input type="checkbox"/> Maryland Driver's License or MVA ID Card - # _____ <input type="checkbox"/> Other Photo ID –Type _____ Non Photo ID – The document must be current (dated within the last 3 months) and must contain the same name and address as listed on the VAC or this form. <input type="checkbox"/> Utility Bill <input type="checkbox"/> Pay Check <input type="checkbox"/> Bank Statement <input type="checkbox"/> Government Check <input type="checkbox"/> Other Government Document – Type _____				
Death Notice	I, _____, confirm that the voter listed above is deceased and therefore request that the voter's name be removed from the voter registration records. Relationship to the deceased: _____				
Signature of Voter	I affirm under penalty of perjury that the information on this form is true and correct. Signature of Voter _____ Date _____				

Voter Update Form – Sample

Issuing a Provisional Ballot

Some situations require a voter to vote by using a provisional ballot. Examples include “pending” status voters and voters not in their registered precinct.

There are also situations where the electronic pollbook will allow a voter to be issued a regular ballot, but the law requires that the voter be issued a provisional ballot instead. Examples include:

- A voter whose status is “Active (or Inactive)-Show ID” and is unable to present an acceptable ID.
- A voter whose identity is challenged and is unable to present an acceptable ID.
- Extended hours voters.

Check-In Judges

- During a primary election, voters claiming a different party affiliation than what is shown in the electronic pollbook.

Note: If a voter cannot be found in the electronic pollbook, the voter must vote by provisional ballot.

If the voter must vote a provisional ballot, it is very important to select the correct provisional ballot reason code number from the drop down menu in the electronic pollbook. **Refer to the chart on the next page:**

Check-In Judges

Reason Code	Provisional Ballot Reason
1	Not listed on the precinct register
2	Listed but indicated a change of address (not applicable during Early Voting)
3	Listed but claims a different party affiliation (primary election only)
4	Listed as “ABS Issued,” “Regular Issued,” “PROV”, or “Voted Early”
5	Listed as “Active” or “Inactive” and “Show ID” and unable to provide sufficient ID
6	Listed as “Pend1” (“Show ID” on Voter Details screen)
7	Listed as “Pend2” (“Need DL#/SSN#” on Voter Details screen)
8	Identity challenged and cannot provide acceptable form of ID
9	Other

Voters Who Cannot Sign Any Form(s)

1. Do not assume a voter cannot sign his or her own name.
 - A. Follow regular check-in procedures and inform the voter when a signature is required. Let the voter inform you if he or she cannot sign his or her name.
 - B. If the voter is blind or has low vision, the voter may ask you to guide his or her hand to the location on the paper in order for

Check-In Judges

the voter to sign. **Never grab the voter's hand or pen, or attempt to guide the voter's hand when not requested to do so by the voter.**



Always ask the voter before assisting.

2. If a voter is unable to sign his or her voter authority card, *Voter Update Form*, or **any form(s)**, ask the voter to make an "X" or similar mark on the signature line. This mark is acceptable as that individual's signature.
3. When voters are unable to make a mark, write the following statements on the back of the forms the voters are to sign:
 - A. On the voter authority card: "This voter is qualified to vote but is unable to sign his or her name."
 - B. On all other forms except the voter authority card: "This voter is unable to sign his or her name."
 - C. Sign your name and write the date under the statement.

Closing the Polls

All voters who are in the check-in line by 8:00 p.m. are permitted to vote. At 8:00 p.m., give the last voter in line the "Last Voter" card located in the Document Jacket. After the last person who was in line by 8:00 p.m. has voted, the polls are officially closed. Close the exterior door to the polling room, if possible.

Extended voting hours may be ordered. When this occurs, all election judges must continue to work. All voters who are in the check-in line at the time extended voting hours end are permitted to vote. See Appendix 3 for additional information.

1. Print and sign the *Consolidated Ballot Counts Report* and *Consolidated Voter Counts Report* and attach them to the *Electronic Pollbook Integrity Report*.

Check-In Judges

2. Upon the chief judges' instructions, shut down and pack up the electronic pollbooks and printers.
3. Complete the *Electronic Pollbook Integrity Report* and give it to the chief judges.
4. Pack all other check-in supplies.
5. Assist in closing the polls according to the chief judges' instructions.

2016 Election Judges' Manual



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Chapter 7

Ballot Judges

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Closing the Polls.....	7.12

Ballot Judges

General Information

The information in this chapter pertains to the procedures required for issuing ballots and ballot activation cards (BACs) to voters.

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.



Ballot Judges

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



All Election Judges should help during the pre-election meeting on the Monday night before Election Day.

1. Set up the Ballot table so that the ballot judge or team has the following:
 - A. Ballots;
 - B. Ballot Table Template;
 - C. Ballot Activation Cards (BAC);
 - D. Ballot Certificate - Opening and Closing;
 - E. Voter Assistance Forms;
 - F. Black markers and pens; and
 - G. Privacy Sleeves.

Ballot Judges

Prepare Ballots

1. Remove the ballot transfer bin(s) from the Transfer Cart and using the attached handle, roll the bin(s) to the ballot table.



2. Verify the seals are intact and the numbers match the numbers listed on the "Opening Information" section of the *Ballot Certificate*. Check where indicated on the form to confirm.



3. Unseal the bins and remove the ballots and ballot activation cards.
4. Count the number of ballot packs for each ballot style. Verify the count on the "Opening Information" section of the *Ballot Certificate*. If there is a discrepancy, alert a Chief Judge immediately.

Ballot Judges

BALLOT CERTIFICATE – OPENING AND CLOSING					
2016 Presidential Primary Election – Election Day					
County: <u>Montgomery</u>			Date: <u>April 26, 2016</u>		
District/Precinct: _____					
OPENING INFORMATION					
Monday night: verify security seals are intact and match the numbers below. Apply new tamper tape to bins and record numbers below.					
Ballot Bin #		Security Seal #	✓ Verify	New Tamper Taper #	
#1	rear				
	front				
#2	rear				
	front				
#3	rear				
	front				
#4	rear				
	front				
Before polls open, verify you received the number of ballots packs indicated below. If you cannot verify a number on this list, alert your chief judge and notify the Election Office immediately. Check and initial to confirm.					
Ballot Bin#	Ballot Style #	# of Ballot Packs at Opening	# Ballots (Packs x 25)	✓ Verify Correct # of Ballot Packs	Initial
	Blank BACs				
To the best of our knowledge, the information on this form is true and correct. Sign when opening is completed.					
Assisting Election Judge(s) _____					
Chief Judge _____					
Chief Judge _____					
CLOSING INFORMATION					
When polls close, count the number of remaining unvoted ballots and the number of spoiled ballots. Use the Spoiled Ballot Log to determine the number of spoiled ballots. Enter the numbers below.					
Remaining UNVOTED Ballots at Closing			Total SPOILED Ballots at Closing		
Ballot Style #	Remaining unvoted ballots	Initial	Ballot Style #	# Spoiled	
BACs			BACs		
Total			Total		
All unvoted ballots have been accounted for and are being stored in a secure manner according to instructions from the Board of Elections.					
To the best of our knowledge, the information on this form is true and correct. Sign when closing is completed.					
Assisting Election Judge(s) _____					
Chief Judge _____					
Chief Judge _____					

5. Initial and sign the form where indicated. Give the form to the Chief Judges to sign.

6. Return the ballots and ballot activation cards to the ballot transfer bins and place them back into the Transfer Cart for overnight storage. Since the cart will be secured it is not necessary to reseal the ballot bins.

Election Morning

Arrive by 6:00 a.m.

Make sure you sign the Payroll Sheet.

A. Assist in setting up for the election as assigned by the chief judges, including:

A. Posting the outside signs; and

Ballot Judges

- B. Completing and using the name badge provided. Do **NOT** indicate a party affiliation on the badge. Indicate any additional language proficiency.
2. Open one package of ballots per party ballot style. DO NOT open more than one package for each ballot style at a time. Note that all ballots tops are white.
 3. Place each package of ballots on the Ballot Table Template by party.

REPUBLICAN	DEMOCRATIC	UNAFFILIATED
REPUBLICAN	DEMOCRATIC	UNAFFILIATED

4. Open one package of ballot activation cards.



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

During Voting Hours

The Ballot Judge's responsibilities include:

1. Verifying that the voter's voter authority card (VAC) has been signed by the voter and initialed by a check-in judge;
2. Verifying that the **Political Affiliation, Ballot Style, and DIST/PREC** have been circled or highlighted;

Ballot Judges

3. Initialing the voter's VAC;
4. Using the VAC to issue the correct ballot style to voter's receiving a standard paper ballot;

VOTER AUTHORITY CARD
Presidential General Election 2012

Linc. Abraham Quincy
Main St APT A. Anytown 12345
DOB: 5/2/1842
ID#: 3 Party: **Republican**
DIST/PREC: 001-001-1 CONG=03; LEGIS=32; COUNCIL=001
EPR Number: 0118/97
Ballot Style: 2
Issued: 12/16/2013 09:45:03 Issued By: ABIGAIL G
Reason: 0

IMPORTANT

If your address or other information has changed, please request the Voter Update Form from an election judge.

Please sign in the space below.

Yvette Hodges

Voter Signature

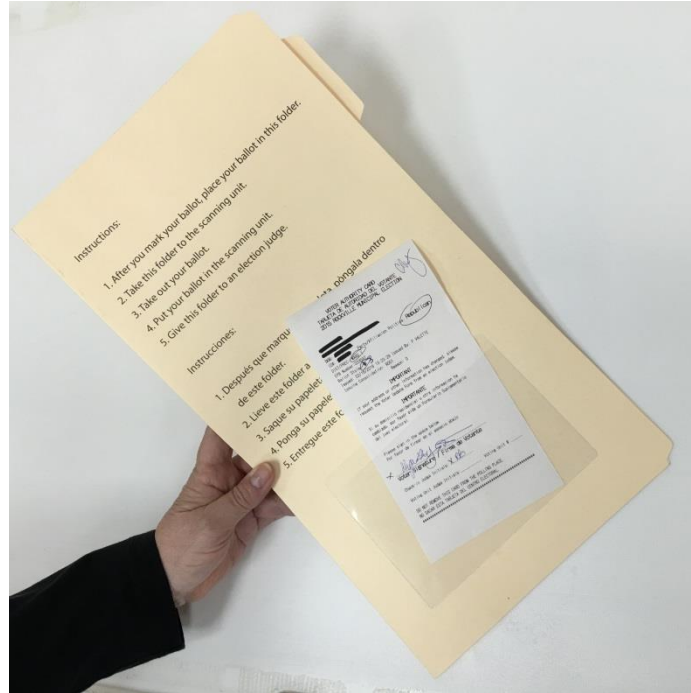
Check-in Judge Initials: *MN*

Ballot Issuing Judge: *Dfg* Voting Judge

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

5. Inserting the voter's VAC into the front pocket of the privacy sleeve and the standard paper ballot inside the privacy sleeve;

Ballot Judges



6. Issuing ballot activation cards in a privacy sleeve to voters using the BMD and alerting a Voting Judge to select the correct ballot style;
7. Directing voters to the voting area;
8. Reissuing ballots to voters who have spoiled a ballot; and
9. Keeping the ballots secure at all times.

Consolidated Precincts

To accommodate voters voting in consolidated precincts, one or more ballot judges may be assigned to issue ballots. Ballot judges will issue ballots for only one precinct to prevent voters receiving the wrong ballot style. In some cases, Chief Judges may be directed to issue ballots.

Ballot Judges

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 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
- 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 a voter designated assistant 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.

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 Voter Authority Card (VAC);
2. Direct the voter to spoil the ballot;

Ballot Judges

- 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

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

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

Ballot Judges

1. Determine the reason for the replacement and check the correct code on the *Spoiled Ballot Log*:
 - A. Use reason code 11 – if the ballot or BAC is damaged by the voter or the judge, fails to work in the BMD, or the BMD malfunctions.
 - B. Use reason code 12 - if the voter has made selections on the ballot.
2. Indicate the ballot type, the voter's name and the voter's ID number and initial the form.

Spoiled Ballot Log (Ballot Issuing Table) Montgomery County Board of Elections Presidential Primary April 26, 2016				
A ballot that will not or can not be used to cast a vote must be spoiled and accounted for. When a judge damages a ballot (tears, folds, etc.) before issuing the ballot to a voter, the judge must record that ballot on this form. When a voter damages a ballot or wishes to change selections, the judge must record that ballot on this form before issuing the voter a new ballot. Voters may receive a maximum of three ballots.				
Directions: 1. If damaged after selections are made or if voter wishes to change selections, have voter mark over all circles in selected contests. 2. Write "Spoiled" on ballot. Place ballot in Spoiled Ballot Envelope. 3. Check below if ballot is standard ballot or Ballot Activation Card (BAC). 4. Determine and check correct reason code: Reason Code 11: Damaged by voter or by judge Reason Code 12: Voter made incorrect selection, wishes to change. 5. Enter voter's name and ID# below. If ballot was damaged before it was issued to voter, leave blank. Initial form. 6. Take voter's VAC. Cross off prior ballot judge's initials. Initial VAC and return to voter with new ballot.				
Reason Code	Ballot Type	Voter's Name (Last Name, First Name)	Voter ID#	Judge's Initials
#11 #12	Standard BS# BAC ✓			

NOTE: 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 may be directed to use the BMD.

3. Draw a line through the ballot judge's prior initials on the VAC and re-initial the VAC, to show that a replacement ballot has been issued.

Ballot Judges

4. Confirm that “spoiled” has been written across the spoiled ballot or BAC by the voter and that the voter’s original selections cannot be determined.
5. Give the replacement ballot or BAC and the VAC to the voting judge to return to the voter.
6. Deposit the spoiled ballot or BAC into the “Spoiled Ballot Envelope.”

Replacing Damaged or Torn Ballots and Ballot Activation Cards (BACs)

When a paper ballot (or BAC) is damaged prior to being issued to a voter to the extent that a Scanning Unit will not accept it follow these steps:

1. Record the ballot on the *Spoiled Ballot Log*.
2. Write “spoiled” across the face of the spoiled ballot or BAC and over vote each contest.
3. Deposit the spoiled ballot or BAC into the “Spoiled Ballot Envelope.”

Closing the Polls

1. Complete and sign the Closing Information section of the *Ballot Certificate*.
 - a. Count the number of remaining invoted ballots and the number of spoiled ballots. Use the Spoiled Ballot Log to confirm the number of spoiled ballots.

Ballot Judges

2. Pack all other ballot supplies and assist in closing the polls according to the chief judges' instructions.

2016 Election Judges' Manual



Revised 2/16/16

Chapter 8

Voting Judges

Overview	8.2
Pre-Election Set Up	8.2
Election Morning Set-up.....	8.2
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Closing the Polls.....	8.11

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.



Voting Judges

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.



Voting Judges

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.



Voting Judges

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.

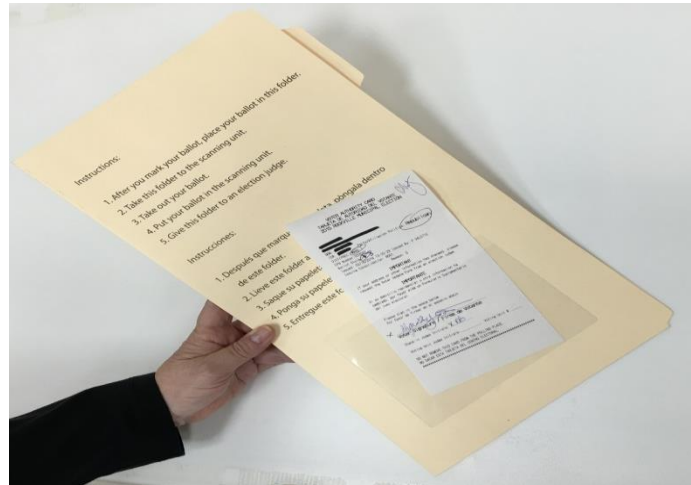


Work together so that your polling place is ready to open by 7:00 a.m.

Voting Judges

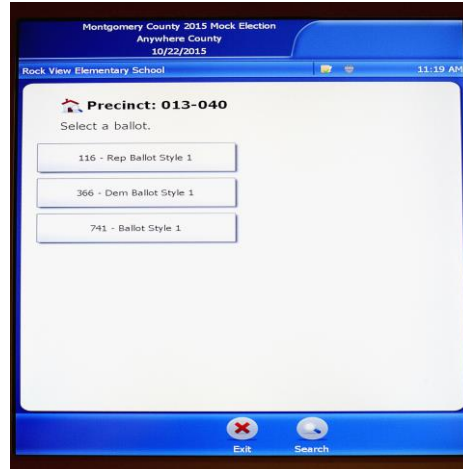
During Voting Hours

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.

Voting Judges



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.

Voting Judges

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

Voting Judges

- 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.

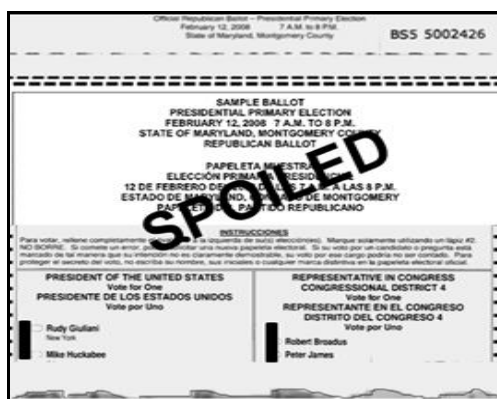
Voting Judges

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.

Voting Judges

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				
TOTALS				A.
Scanning Unit #2				
Count of Voter Authority Cards (VACs)				
VAC Box #	Republican	Democratic	Unaffiliated	Total
1				
2				
3				
4				
TOTALS				B.
Total VACs = A + B				
A.	+	B.	=	C.
Directions:				
1. At closing, obtain boxes of VACs.				
2. Ensure VACs have been sorted by party and paperclipped in stacks of 25.				
3. If sticker is blank, count VACs and complete sticker.				
4. Enter numbers of VACs from stickers into appropriate boxes above.				
5. Total the VACs.				
6. 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

Voting Judges

- Remember to sign the *Payroll Sheet*.

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

2016 Election Judges' Manual



Revised 2/16/16

Chapter 9

Provisional Voting

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Provisional Ballots Reasons and Instructions to Voters	9.13
Closing the Polls.....	9.16

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 v
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: _____ Revised 12/15/2015

Provisional Voting

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.

Provisional Voting

- 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		VID 2314693						
<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="padding-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="padding-left: 20px;"><input type="checkbox"/> Other-Photo ID - specify _____</p> <p style="padding-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="padding-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="padding-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>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">District/Precinct or Early Voting Center</td> </tr> <tr> <td style="text-align: center; padding: 5px; font-size: 1.5em;">17-76</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Ballot Style Issued</td> </tr> <tr> <td style="text-align: center; padding: 5px; color: red; font-size: 1.5em;">BS5</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Election Judge</td> </tr> <tr> <td style="text-align: center; padding: 5px;">K# 4/26/16</td> </tr> <tr> <td style="text-align: center; padding: 5px;"> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> Initials Date </div> </td> </tr> </table>	District/Precinct or Early Voting Center	17-76	Ballot Style Issued	BS5	Election Judge	K# 4/26/16	<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> Initials Date </div>
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- 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**

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	<u> </u>	<u> </u>		
Orange VACs		<u> </u>		
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 _____

Revised 12/15/2015

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;

Provisional Voting

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.	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.

Provisional Voting

Reason Code:	Tell the voter:
3 Listed but claims to have different party affiliation. (Primary Election only)	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.
4 Listed as an absentee voter or as having already voted.	Your provisional ballot will only be counted if you did not vote by absentee ballot or have not previously voted.
5 Listed as “Active” or “Inactive” & “Show ID” and unable to provide sufficient ID.	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.
6 Listed as “Pending” & “Show ID.”	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 2 nd 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.

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.

2016 Election Judges' Manual



Revised 2/17/16

Chapter 10

Using the Electronic Pollbook

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Using the Electronic Pollbook

Entering and Clearing Data in the Pollbook

The electronic pollbook accepts only letters A-Z for name lookup. (No spaces, hyphens or apostrophes.) The voter's name will print correctly (including apostrophes, etc.) on the voter authority card (VAC).

- Tap the "back space" key to delete one or more letters.
- Tap the "clear" key to delete an entire field.
- Tap the "Clear ALL" button to clear all search fields.

Finding Voters in the Electronic Pollbook

! Check-in judges may accept ID's **if offered** by a voter but **must also ask** the voter to state or write his or her name, address, and month and day of birth.

1. Tap the "Issue Ballots" tab at the top of the screen.

Main Screen 130

Manage Polls **Issue Ballots** Precinct Details Manage System Status

****Opening**** When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.
****Closing**** When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the

Statistics

Ballots Voters

Standard BACs 0

Provisional Voter BACs 0

Standard Ballots 2

Provisional Ballots 0

Consolidation Number 02001001

Poll Status **OPENED**

Poll Opening Time 10:00AM

Poll Closing Time 8:00PM

of Registered Voters 1564

Bulk Update Date

Open the Polls Daily Closing Step #1 Close the Polls Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In Voted: TOT 2 1/14/2016 2:56:26 PM

Using the Electronic Pollbook

2. Tap the “Search Voter Roster” button on the bottom left of the “Issue Ballots” screen.

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

Use only letters A - Z for lookup. (No hyphens, spaces or apostrophes).
*** USE "4 & 3" for Faster Lookup! ***
1) Enter the FIRST 4 LETTERS of the LAST NAME.
2) Enter the FIRST 3 LETTERS of the FIRST NAME.
3) Confirm the voter's DATE OF BIRTH.
Tap the "Search Voter Roster" button to check in voters.
The "Find Polls" button is used to find a polling place based on the voter's street address.

Search Voter Roster Find Polls

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/29/2013 10:35:20 AM

3. The “Find Voters” screen appears next. You are ready to check-in voters.

Find Voters 205

Ask the voter to state his or her name. Enter the first 4 letters of the voter's LAST NAME, then the first 3 letters of the FIRST NAME. A list of voters' names will appear on the screen. The list will get shorter as you add more of the voter's information.
When you see the voter's name on the list, ask the voter to state his or her MONTH AND DAY OF BIRTH then tap on that voter's row to continue.
If TOO MANY voters are found, enter the voter's Middle Initial, DOB, & Zip Code. If NO VOTERS are found, check the spelling or tap the "Search State" button. If you don't see the voter's last name in

Find by Name | Find by Address | Find by ID

Last Name | First Name | Middle Init. | Zip Code | Birth MMDD

Search Precinct/EV Count
Search State

Clear ALL

Return to Main

1 2 3 4 5 6 7 8 9 0 .
Q W E R T Y U I O P -
A S D F G H J K L ' back space
Z X C V B N M space clear

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/29/2013 10:37:14 AM

4. Ask “*What is your name?*”

- A. Repeat the voter’s name and then type in the voter’s name in the “Find Voters” screen of the electronic pollbook.

Note: Use the **4 - 3 method** by entering only the first **4** letters of the voter’s last name and the first **3** letters of the voter’s first name.

Using the Electronic Pollbook

- B. On the “Find Voters” screen, tap the keys to enter **the first 4 letters of the voter’s last name**. Note: Do not use apostrophes or hyphens. For example, O’Neal should be entered ONEA, El-Habib should be entered as ELHA, etc.

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01 /1802	Active	None	REP
Lincoln Abe Q	1/2 Main St Anytown 12345	Anne Arundel	03/23 /1994	Active	None	UNA
Lincoln Abraham Quincy	2 Main St Anytown 12345	Anne Arundel	02/02 /1836	Active	None	DEM
Lincoln Abraham Quincy	1 Main St Anytown 12345	Anne Arundel	01/01 /1830	Active	None	NON

Find by Name | Find by Address | Find by ID

Last Name L | First Name | Middle Init. | Birth MMDD | Zip Code

7 voters found.

Search Precinct/EV Count
Search State
Clear ALL
Return to Main

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/1/2013 2:50:22 PM

- C. Tap the “First Name” box before entering **the first 3 letters of the voter’s first name**. The list of names will get shorter as you add letters.

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01 /1802	Active	None	REP

Find by Name | Find by Address | Find by ID

Last Name LINC | First Name ABR | Middle Init. | Birth MMDD | Zip Code

1 voters found.

Search Precinct/EV Count
Search State (add mi)
Clear ALL
Return to Main

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 1 10/1/2013 1:26:06 PM

Note: If you need to narrow down the search (a scroll bar appears on the right side indicating a long list), tap on the “Middle Init.” box, and enter **the first letter of the voter’s middle name**. If the voter has no middle name, use the “space” key to enter a **blank space** in the “Middle Init.” box.

Using the Electronic Pollbook

You may also narrow the voter search by entering the voter's zip code or month and day of birth. This can only be done after at least one letter has been entered for the voter's last and first name fields.

5. Ask ***“What is your month and day of birth?”***

The screenshot shows the 'Find Voters' interface. At the top, there is a table with columns: Name, Address, County, DOB, Status, Issued, and Party. The first row shows: Linc Abraham Quincy, Main St APT A Anytown 12345, Anne Arundel, 03/01/1802, Active, None, REP. The DOB field '03/01/1802' is circled in red, and an arrow points from a blue 'CONFIRM' button to it. Below the table, there are search filters: 'Find by Name' (Last Name: LINC, First Name: ABR, Middle Init.), 'Find by Address', and 'Find by ID'. There is also a 'Birth MMDD' field with '03/01' entered. A numeric keypad and a QWERTY keyboard are visible at the bottom. The status bar at the very bottom shows 'BT:??? AC:Online', 'Voted: DEM 0 REP 0 NON 0 TOT 1', and the date/time '10/1/2013 1:26:06 PM'.

! Confirm the voter's month and day of birth to ensure you select the correct voter. Be careful to not confuse family members such as father and son or mother and daughter.

6. If you cannot find the voter's name in the precinct roster:
 - A. Enter the voter's name without punctuation (apostrophes, hyphens, etc).
 - B. Enter the voter's date of birth (use the MMDD format). For example, August 2 would be entered as 0802.
 - C. Check all possible variations of spelling for the name or ask the voter to spell his or her name.
 - D. Search the State roster (see "Finding Voters in the State Roster" below).
 - E. See the "Finding Voters by Street Address" section of this chapter.

Using the Electronic Pollbook

F. Ask a Chief Judge for assistance.

Finding Voters in the State Roster

1. If you cannot find a voter's name in the precinct roster and have verified the correct spelling, tap the "Search State" button to widen the search.

The screenshot shows the 'Find Voters' interface. At the top, a yellow banner displays the message: '*** Voter NOT FOUND in Precinct ***. Search the state for this voter: 1) Make sure that the "4 & 3" letters are entered correctly (first 4 letters of last name, first 3 letters of first name) 2) Enter Date Of Birth 3) Enter Middle Initial 4) Tap the "Search State" button. If voter is still NOT FOUND, try "Find by Address"'. Below this, there are three tabs: 'Find by Name', 'Find by Address', and 'Find by ID'. The 'Find by Name' tab is active, showing fields for 'Last Name' (ZZZZ), 'First Name' (ZZZ), 'Middle Init.' (X), 'Zip Code' (20201), and 'Birth MMDD' (09/19). To the right of these fields, there are two radio buttons: 'Search Precinct/EV Count' (selected) and 'Search State' (highlighted with a red circle). Below the radio buttons are 'Clear ALL' and 'Return to Main' buttons. At the bottom, there is a numeric keypad and an alphanumeric keypad. The status bar at the very bottom shows 'BT:??? AC:Online', 'Voted: DEM 0 REP 0 NON 0 TOT 0', and the date/time '10/1/2013 3:21:43 PM'.

2. If there are TOO MANY voters found in the state, enter more letters of the last and first names to narrow the search.

Note: When searching for a common name (Jane Smith, Mary Williams, James Johnson, etc.) the best way to narrow the search is to add the voter's **middle initial**, **date of birth**, and/or **zip code**.

Note: To use the middle initial to search for a voter with no middle name, you must use the "space" key to enter a **blank space** in the "Middle Init." box.

Finding Voters by Street Address

1. If you can't find a voter's name after checking for various spellings, tap on the "Find by Address" tab and enter the voter's house number and street name.

Using the Electronic Pollbook

Find Voters 205

Find a voter using a street address:
1) Enter the Street name
Note: If street name has a direction (N, S, E, W, NE, NW, SE, SW) the abbreviated direction **MUST** be included (with no period).
Example: If voter lives on South Main Street, enter "S MAIN"
2) Enter the House Number

Find by Name | **Find by Address** | Find by ID

House #
Street Apt.
Zip Code

Search Precinct/EV Count
Search State (add mi)

Clear ALL

Return to Main

BT:??? AC:Plugged In Voted: TOT 2 1/14/2016 2:59:01 PM

Find Voters 205

Name	Address	County	DOB	Status	Issued	Party
Harrison	9 Main St	Anne	09/14	Active	ABS	UNA
William Henry	Anytown 12345	Arundel	/1952		Issued	

1 voters found.

Find by Name | **Find by Address** | Find by ID

House #
Street Apt.
Zip Code

Search Precinct/EV Count
Search State

Clear ALL

Return to Main

BT:??? AC:Plugged In Voted: TOT 0 10/1/2013 3:41:21 PM

⚠ The "Find by Address" lookup always searches the entire state.

- If voter's street name includes a directional, type "N" for "North," "S" for "South," etc. DO NOT put a period after the abbreviation.
- Select the voter's name on the "Find Voters" screen to continue checking in the voter.

Voter Not Found in the Electronic Pollbook


If you cannot find the voter's name in the electronic pollbook, summon a chief judge immediately. The chief judge will do an additional search to locate the voter and will explain to the voter his or her voting options. **If the voter cannot be found in the electronic pollbook, the voter may only be issued a provisional ballot.**

1. If the voter is registered to vote and is at or chooses to go to the correct precinct for the voter's address, all contests will be counted.
2. If the voter is registered to vote and is **not** at and chooses **not** to go to the correct precinct for the voter's address, only the contests the voter is eligible to vote for will be counted.
3. If the voter is not registered to vote, no contests will be counted.

Voter is registered in Another Precinct

The voter can choose to go to his or her correct precinct to vote or stay and vote a provisional ballot.

1. If the voter chooses to go to the correct precinct, every contest will be counted.
2. If the voter chooses to stay and vote a provisional ballot, only the contests the voter is eligible to vote for will be counted. **Use provisional code 1.**

 The electronic pollbook will find a voter's assigned polling place based on the voter's registered address. See "Find a Voter's Correct Polling Place" section in this chapter.

Find a Voter's Correct Polling Place

1. Go to Main Screen "Issue Ballots" and tap "Find Polls."

Using the Electronic Pollbook

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

Use only letters A - Z for lookup. (No hyphens, spaces or apostrophes).

*** USE "4 & 3" for Faster Lookup! ***

- 1) Enter the FIRST 4 LETTERS of the LAST NAME.
- 2) Enter the FIRST 3 LETTERS of the FIRST NAME.
- 3) Confirm the voter's DATE OF BIRTH.

Tap the "Search Voter Roster" button to check in voters.

The "Find Polls" button is used to find a polling place based on the voter's street address.

Search Voter Roster Find Polls

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/29/2013 10:35:20 AM

The "Find Polls" button is circled in red.

2. Enter the voter's current address.

Find the correct Polling Place for a Street Address 300

Find the polling place for a street address:

- 1) Enter the Street name
Note: If street name has a direction (N, S, E, W, NE, NW, SE, SW) the abbreviated direction MUST be included (with no period).
Example: If voter lives on South Main Street, enter "S MAIN"
- 2) Enter the House Number

House #

Street Tap here to enter data Apt.

Zip Code

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

Clear

Go Back to Find Voters

BT:??? AC:Plugged In Voted: TOT 0 11/19/2015 1:36:34 PM

The "Street" input field is circled in red.

! If the street name includes direction, the street name MUST be preceded by the directional abbreviation (N, S, E, W, etc). Do NOT put periods after the abbreviations. It is NOT necessary to enter a street type (St, Rd, Ave, Ct, etc) after the street name.

! For numbered streets, first try numbers (not spelled out). Try "2ND" for 2nd Street or 2nd Av, "5TH" for 5th Ave. If the street is not found, try spelling out the street. For example, try: "FOURTH" for 4th Street or 4th Ave; "W FIFTH" for West 5th Street.

Using the Electronic Pollbook

3. All address ranges that match the search criteria will be displayed. Enter house number and zip code to narrow the search. Tap the row to display the polling place details.

Find the correct Polling Place for a Street Address 380

Street	House No.	Apt No.	Side	Precinct
Main Ave SW	2 to		B	002-007-1
Glen Burnie 21061	320			
Main St	00 to		B	002-004-1
Prince Frederick 20070	1326			
Main St	00 to		B	003-001-1
Grantsville 21536	724			
Main St	00 to		B	010-000-1
Deer Park 21550	535			

24 Streets Found

House # ?

Street Apt.

Zip Code

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

Clear

Go Back to Find Voters

BT:??? AC:Plugged In Voted: TOT 0 11/19/2015 1:20:56 PM

Consolidation Number

Consolidation Description

Poll Name and Address

Richard Henry Lee Elementary School
400 A Street SW
Glen Burnie MD 21061

Print Information

Go Back

BT:??? AC:Plugged In Voted: TOT 0 11/19/2015 1:22:31 PM

4. Tap the "Print Information" button for a paper print-out of the polling place name and address that can be given to the voter. **The map will not print.**

YOUR POLLING PLACE IS:

Richard Henry Lee Elementary School
400 A Street SW
Glen Burnie MD 21061

Using the Electronic Pollbook

5. Tap “Go Back,” then tap “Go Back to Find Voters” to return to the Main Screen to continue checking in voters.

Checking in Voters

1. Once you have located the voter’s name, tap anywhere in that voter’s row on the screen to open the “Voter Record” screen. The “Voter Details” tab will be open.

Find Voters 205

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01 /1802	Active	None	REP

Find by Name | Find by Address | Find by ID

Last Name: LINC
First Name: ABR | Middle Init.:
Zip Code: | Birth MMDD: 03/01/

1 2 3 4 5 6 7 8 9 0 .
Q W E R T Y U I O P -
A S D F G H J K L ' back space
Z X C V B N M space clear

Search Prec
Search State (add mi)
Clear ALL
Return to Main

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 1 10/1/2013 1:26:06 PM

2. Ask “***What is your address?***” Compare the voter’s response with what is shown in “Voter Details.” If the voter’s response is the same as what is shown at the top of the screen, go to step 3.

! If the voter’s address is different than what is shown in the electronic pollbook, see item #1 of the “Special Situations” section of this chapter.

Note: If the voter’s address is marked “**Confidential**,” the voter’s address will not appear on the electronic pollbook. **Do not ask the voter to verify his or her address.** Continue the check-in process.

3. Review the information on the screen to confirm that you have the correct voter. If the information is correct and you are sure you have the correct voter, go to step 4 (Primary Election) or step 5

Using the Electronic Pollbook

(General Election). Tap on the “Go Back” button if you have selected the wrong voter.

The screenshot shows the 'Voter Record' screen for Abraham Quincy. The 'Voter Details' tab is selected. The 'DOB' field is circled in red. A dashed box labeled 'REVIEW AND CONFIRM' points to the 'Go Back' button. Another dashed box labeled 'OR' points to the 'Go Back' button. The 'Go Back' button is also circled in red.

Voter Record 260

Linc: Abraham Quincy Main St APT A Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

Confirm that this is the correct voter. Verify name, month & day of birth, and address. If the voter's information is "Confidential", do NOT ask the voter to provide his or her address. If any voter information is incorrect, follow procedures in Chapter 8 of the Election Judges' Manual.

Precinct: 001-001-1 DOB: 5/2/1842 Status: Active

Registered name: Linc, Abraham Quincy Party: Republican ID Require: Issued: None

Comments: CONG=03; LEGIS=32; COUNCIL=001

Issue Standard Ballot Issue Provisional Ballot Go Back

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 10:30:28 AM

4. **Primary election only:** Discreetly ask “**What is your party affiliation?**” If the voter’s response is the same as what is shown in the “Party” box, go to step 5.

! If the voter claims a different party affiliation, wants to vote another party’s ballot, or whose party does not have a ballot for this election, see item #2 of the “Special Situations” section of this chapter.

The screenshot shows the 'Voter Record' screen for Abraham Quincy. The 'Voter Details' tab is selected. The 'DOB' field is circled in red. The 'Go Back' button is also circled in red.

Voter Record 260

Linc: Abraham Quincy Main St APT A Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

Confirm that this is the correct voter. Verify name, month & day of birth, and address. If the voter's information is "Confidential", do NOT ask the voter to provide his or her address. If any voter information is incorrect, follow procedures in Chapter 8 of the Election Judges' Manual.

Precinct: 001-001-1 DOB: 5/2/1842 Status: Active

Registered name: Linc, Abraham Quincy Party: Republican ID Require: Issued: None

Comments: CONG=03; LEGIS=32; COUNCIL=001

Issue Standard Ballot Issue Provisional Ballot Go Back

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 10:30:28 AM

Using the Electronic Pollbook

- Review the “Status” box in “Voter Details”. If “Active” or “Inactive”, proceed to **Step #6**.

Voter Record 266

Linc: Abraham Quincy Main St APT A Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

Confirm that this is the correct voter. Verify name, month & day of birth, and address. If the voter's information is "Confidential", do NOT ask the voter to provide his or her address. If any voter information is incorrect, follow procedures in Chapter 8 of the Election Judges' Manual.

Precinct: 001-001-1 DOB: 5/2/1842 **Status: Active**

Registered name: Linc, Abraham Quincy Party: Republican ID Require: Issued: None

Comments: CONG=03; LEGIS=32; COUNCIL=001

Issue Standard Ballot Issue Provisional Ballot Go Back

BT-??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 10:39:28 AM

! If the voter's status is, “Pend1”, “Pend2”, “ABS Issued”, or “Voted Early”, see item #3 of the “Special Situations” section of this chapter.

! If the voter's status is, “Inactive” and the “ID Require” box is blank, see item #4 of the “Special Situations” section of this chapter.

! If the voter's status is, “Active” or “Inactive” and the “ID Require” box is “Show ID”, see item #6 of the “Special Situations” section of this chapter.

- Review the “Issued” box in “Voter Details”. If “None” or blank, proceed to **Step #7**.

Using the Electronic Pollbook

The screenshot shows the 'Voter Record' form for Abraham Quincy. The 'Issued' box is circled in red. The form includes fields for Precinct, DOB, Status, Registered name, Party, ID Require, and Comments. The 'Status' is 'Active' and the 'Party' is 'Republican'. The 'Issued' box is currently empty, but the instruction indicates it should be 'Reg Issued' or 'PROV'.

Voter Record			
Linc: Abraham Quincy		Main St APT A Anytown 12345	
Voter Details Identification Voter History Precinct Details			
Confirm that this is the correct voter. Verify name, month & day of birth, and address. If the voter's information is "Confidential", do NOT ask the voter to provide his or her address. If any voter information is incorrect, follow procedures in Chapter 8 of the Election Judges' Manual.			
Precinct	001-001-1	DOB	5/2/1842
Status	Active		
Registered name:	Linc, Abraham Quincy		
Party	Republican		
ID Require			
Issued	None		
Comments			
CONG=03; LEGIS=32; COUNCIL=001			
Issue Standard Ballot		Issue Provisional Ballot	
Go Back			

! If the voter's "Issued" box is, "Reg Issued" or "PROV", see item #5 of the "Special Situations" section of this chapter.

7. Review the "ID Require" box in "Voter Details". If the "ID Require" box is blank tap the "Issue Standard Ballot" button and **proceed to Step #8**.

The screenshot shows the 'Voter Record' form for Abraham Quincy. The 'ID Require' box is circled in red. The form includes fields for Precinct, DOB, Status, Registered name, Party, ID Require, and Comments. The 'Status' is 'Active' and the 'Party' is 'Republican'. The 'ID Require' box is currently empty, but the instruction indicates it should be 'Show ID'.

Voter Record			
Linc: Abraham Quincy		Main St APT A Anytown 12345	
Voter Details Identification Voter History Precinct Details			
Confirm that this is the correct voter. Verify name, month & day of birth, and address. If the voter's information is "Confidential", do NOT ask the voter to provide his or her address. If any voter information is incorrect, follow procedures in Chapter 8 of the Election Judges' Manual.			
Precinct	001-001-1	DOB	5/2/1842
Status	Active		
Registered name:	Linc, Abraham Quincy		
Party	Republican		
ID Require			
Issued	None		
Comments			
CONG=03; LEGIS=32; COUNCIL=001			
Issue Standard Ballot		Issue Provisional Ballot	
Go Back			

! If the voter's "Status" is "Active" or "Inactive" and the "ID Require" box is, "Show ID", see item #6 of the "Special Situations" section of this chapter.

Using the Electronic Pollbook

! The first time you attempt to issue a ballot, you will be prompted to enter your name. Type in your name and tap “OK” to continue. You will have to re-enter your name following a shift change or your break. (see “Reset Judge’s Name” in this chapter).

The screenshot shows the 'Voter Record' interface. At the top, it says 'Please enter your name.' Below this is a numeric keypad with letters assigned to numbers (e.g., 1=A, 2=B, etc.). The 'Judge's Name' field contains 'TRACY D'. There are 'OK' and 'Cancel' buttons at the bottom of the keypad. The left sidebar shows 'Linc Abraham Quincy' and 'Voter Data'. The bottom status bar shows 'BT:?? AC:Online', 'Voted: DEM 0 REP 0 NON 0 TOT 0', and the date/time '11/5/2013 3:19:48 PM'.

8. A Voter Authority Card will print.
9. Ask the voter to verify the printed information and sign the Voter Authority Card.

The image shows a 'VOTER AUTHORITY CARD' for the 'Presidential General Election 2012'. The card contains the following information: Linc. Abraham Quincy, Main St APT A. Anytown 12345, DOB: 5/2/1842, ID#: 3, Party: Republican, DIST/PREC: 001-001-1, CONG=03, LEGIS=32, COUNCIL=001, EPB Number: 018797, Ballot Style: 2, Issued: 12/16/2013 09:45:03, Issued By: ABIGAIL G, Reason: 0. Below this is an 'IMPORTANT' section with instructions to sign and request a Voter Update Form if information has changed. There are three dashed lines for 'Voter Signature', 'Check-in Judge Initials', and 'Ballot Issuing Judge'. Annotations with arrows point to these areas: 'Ask voter to review their information.' points to the top section, 'Voter signs here if information is correct.' points to the signature line, and 'Check-in Judge Initials here.' points to the judge initials line. The card also includes the instruction 'DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.' and a line of asterisks at the bottom.

! If you have checked-in the wrong voter and have already printed a Voter Authority Card, notify a chief judge immediately.

Using the Electronic Pollbook

10. The check-in judge initials the Voter Authority Card and highlights or circles the following information on the VAC:
 - a. Precinct number;
 - b. Party affiliation; and
 - c. Ballot style.
11. Direct the voter to the ballot table.
12. The ballot judge will:
 - a. Verify the ballot style on the VAC and initial the VAC on the “Ballot Judge” line before giving the voter his or her ballot or ballot activation card.
 - b. Place the voter’s VAC in the front pocket of a privacy sleeve and issue the voter the correct ballot.
 - c. Direct the voter to a voting judge. This voter will now be marked as “Reg Issued” in the “Issued” column on the “Find Voters” screen.

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	05/02 /1842	Active	REG Issued	REP

1 voters found.

Find by Name | Find by Address | Find by ID

Last Name: LINC | First Name: | Middle Init: | Zip Code: | Birth MMDD: |

Search Precinct/EV Count | Search State (add mi)

Clear ALL | Return to Main

BT:??? AC:Plugged In | Voted: TOT 2 | 11/19/2015 3:25:30 PM

! The “Voted” counts on the status bar will increase by one for each voter who is issued a ballot. Counts shown are the number of

Using the Electronic Pollbook

voters (not ballots). A “re-issued” ballot will not increase the count. Party counts are based on the Ballot Issued Party.

Issuing a Provisional Ballot

In some situations the electronic pollbook automatically prevents a voter from being issued a regular ballot (i.e., not provisional) and allows only a provisional ballot to be issued. Examples include “pending” status voters and voters not in their registered precinct.

There are also situations where the electronic pollbook will allow a voter to be issued a regular ballot, but the voter should be issued a provisional ballot instead. Examples include “Active (or Inactive) - show ID” voters or voters who are challenged by a poll watcher without acceptable identification, extended hours voters, and primary voters claiming a different party affiliation than what is shown in the electronic pollbook.

Note: If a voter cannot be found in the electronic pollbook, the voter must vote by provisional ballot. Ask a Chief Judge for assistance.

Once it has been determined that the voter should be issued a provisional ballot, the steps are:

1. Verify the voter’s information on the “Voter Details” tab in the “Voter Record” screen.
2. Tap “Issue Provisional Ballot” button.

Using the Electronic Pollbook

Voter Record 260

Adams John Quincy 10 Main St Anytown 12345

Voter Details | Identification | Voter History | Precinct Details |

This voter is flagged as "Voted Early." If the voter wants to cast a ballot now, he or she must vote by provisional ballot.
Enter "4" on the "Enter Provisional Reason" screen.

Precinct 001-001-1 DOB 3/16/1800 Status **Voted Early**

Registered name: Adams, John Quincy Party Democrat

ID Require Issued None

Comments
CONG=03; LEGIS=32; COUNCIL=001

Issue Provisional Ballot Go Back

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 12:13:03 PM

- The **"Select Ballot"** screen will appear. Tap on **"Select Ballot Reason"** to access a drop-down menu of provisional ballot reason codes.

! The voter's current information is highlighted in blue.

! Carefully select the appropriate provisional ballot reason code. It is very important to enter the correct reason code.

Select Ballot 310

Verify voter's Precinct. Select the appropriate reason code from the drop down. Then tap "Issue Provisional".

Verify Voter's PRECINCT	Select PARTY
001-001-1	Non-Partisan
	Democrat
	Republican

Voter Name Lincoln, Abraham Quincy Precinct 001-001-1

Ballot Style 2 =Panel Ball

Select Ballot Reason Click dropdown to select reason

Select Paper Ballot Cancel No Ballot Issued

BT:??? AC:Plugged In Voted: TOT 3 1/14/2016 3:14:49 PM

Using the Electronic Pollbook

The “Select Paper Ballot” button will become available after a provisional ballot reason code is selected.

Note: Tapping the “Cancel No Ballot Issued” button will return you to the “Find Voters” screen.

4. Tap the “**Select Paper Ballot**” button.

Select Ballot 310

Verify voter's Precinct. Select the appropriate reason code from the drop down. Then tap "Issue Provisional".

Verify Voter's PRECINCT	Select PARTY
001-001-1	Non-Partisan
	Democrat
	Republican

Voter Name: Lincoln, Abraham Quincy Precinct: 001-001-1

Ballot Style: 2 =Panel Ball

Select Ballot Reason: 1 - Not listed on the precinct register

Select Paper Ballot Cancel No Ballot Issued

BT:??? AC:Plugged In Voted: TOT 3 1/14/2016 3:17:16 PM

5. The VAC will print. Highlight the ballot style, party and District/Precinct, initial it and have the voter review and sign it.

6. The electronic pollbook will return to the “Find Voters” screen.

Note: The reason code will print on the voter authority card. The provisional ballot judge needs to enter the same reason code on the voter's provisional ballot application.

Using the Electronic Pollbook

VOTER AUTHORITY CARD
Presidential General Election 2012

PROVISIONAL BALLOT

Reason Code: 4

Adams, John Quincy
10 Main St. Anytown 12345
DOB: 3/18/1800 Registered Party: **Other Parties**
Assigned Dist/Prec: 001-001-1. CONG=03: LEGIS=32: COUNCIL=001
EPB Number: 018797
Ballot Issued Dist/Prec: 001-001-1. CONG=03: LEGIS=32: COUNCIL=001
Ballot Style: **2**
Issued: 10/21/2013 13:39:40 Issued By: RU
Ballot Issued Party: **Non-Partisan**

Please sign in the space below.

Voter Signature _____
Check-in Judge Initials: _____
Provisional Judge Initials: _____
DO NOT REMOVE THIS CARD FROM THE POLLING PLACE

5. Chief Judge or check-in judge directs the voter to the provisional ballot judge.
6. The voter will now be marked as “PROV” in the “Issued” column on the “Find Voters” screen.

Find Voters 205

Name	Address	County	DOB	Status	Issued	Party
Adams John Quincy	10 Main St Anytown 12345	Anne Arundel	10/20 /1922	Voted Early	PROV	OTH

1 voters found.

Find by Name Find by Address Find by ID

Last Name ADAM First Name JOHN Middle Init. Q Zip Code Birth MMDD

Search Precinct/EV Count
Search State

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 0 REP 1 NON 1 TOT 2 10/18/2013 11:46:31 AM

Special Situations

The electronic pollbook has been set up so that a check-in judge can follow procedures to issue either a regular (i.e., not provisional) ballot or a provisional ballot. In certain cases the electronic pollbook will

Using the Electronic Pollbook

allow **only** a provisional ballot to be issued to a voter. Wherever possible, instructions are provided in the top section of the screen.


1. Voter Moved

If the voter's current address is different than what is shown in the electronic pollbook, ask the voter **WHEN** he or she moved to the current address.


- If the voter moved **within 21 days of election day**, complete a Voter Update Form. If the voter completes and signs the *Voter Update Form*, issue the voter a regular ballot. If the voter refuses to complete and sign the *Voter Update Form*, issue the voter a provisional ballot. See the "Issuing a Provisional Ballot" section of this chapter.
- If the voter moved **MORE than 21 days before election day**, the voter must be issued a provisional ballot. The provisional ballot application will serve to update the voter's information and **no Voter Update Form is needed.**

"21 Day" Dates for 2016 Elections:

Primary Election: If the voter moved **prior to April 6, 2016**, the voter must be issued a provisional ballot.

 The deadline to register to vote or to make changes for the primary election is April 5, 2016.

General Election: If the voter moved **prior to October 19, 2016**, the voter must be issued a provisional ballot.

 The deadline to register to vote or to make changes for the general election is October 18, 2016.

2. Voter Claims a Different Party Affiliation or Whose Party Does Not Have a Ballot (Primary Election Only)

Using the Electronic Pollbook

These are voters who claim a party affiliation that is different than what is indicated in the electronic pollbook or who want to vote a ballot that is not for the party indicated in the electronic pollbook (this includes voters whose party does not have a ballot for the primary election).

- If a voter insists on voting a ballot for a party that is different from the one for the party affiliation shown in the electronic pollbook, or if the voter's party does not have a ballot for the primary election, he or she **must vote a provisional ballot.** **Use provisional code 3.**

3. Voter's Status is "Pend1", "Pend2", "ABS Issued", or "Voted Early"

- A. **Pend 1:** The voter may only be issued a provisional ballot. The voter's driver's license number or social security number could not be verified. **Use provisional code 6.**

- The voter can present acceptable ID now or to the local board of elections before the canvassing of provisional ballots which begins on the 2nd Wednesday after the election to complete their voter registration.

The screenshot displays the 'Voter Record' interface for a voter named James Madison. The interface includes tabs for 'Voter Details', 'Identification', 'Voter History', and 'Precinct Details'. A red banner at the top states: 'This voter can only vote a Provisional Ballot. This voter must show a form of ID to the Provisional Ballot Judge. Use reason code 6'. The voter's details include Precinct 001-001-1, DOB 4/25/1940, Party Green, Registered name: Madison, James, and Status Pend1. The 'ID Require' field is set to 'Show ID', and the 'Issued' field is set to 'None'. A 'Comments' field contains 'CONG=03; LEGIS=32; COUNCIL=001'. At the bottom, there are buttons for 'Issue Provisional Ballot' and 'Go Back'. The status bar at the very bottom shows 'BT:??? AC:Online', 'Voted: DEM 0 REP 0 NON 0 TOT 0', and the date/time '12/12/2013 12:11:41 PM'.

Voter Record	
Madison James	7 Main St Anytown 12345
Voter Details	Identification Voter History Precinct Details
This voter can only vote a Provisional Ballot. This voter must show a form of ID to the Provisional Ballot Judge. Use reason code 6	
Precinct 001-001-1	DOB 4/25/1940
Registered name: Madison, James	Party Green
ID Require Show ID	Status Pend1
	Issued None
Comments CONG=03; LEGIS=32; COUNCIL=001	
Issue Provisional Ballot	
Go Back	
BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 12:11:41 PM	

Using the Electronic Pollbook

B. **Pend2**: The voter may only be issued a provisional ballot.

The voter's driver's license number or at least the last four digits of his or her social security number was not provided by the voter during registration. **Use provisional code 7.**

- If the voter provides either a Maryland driver's license number or last four digits of his or her social security number and if the local board of elections can verify the information on the Provisional Ballot Application, the ballot may be counted.
- If the voter has never been issued a Maryland driver's license or a social security number the voter will be registered to vote and the ballot may be counted.
- If the voter does not provide either a verifiable Maryland driver's license number or last four digits of his or her social security number before the canvassing deadline, the voter will not be registered to vote and the ballot will not be counted.

The screenshot displays the 'Voter Record' interface for a voter named James Monroe. The voter's address is 8 Main St, Anytown 12345. The interface includes tabs for Voter Details, Identification, Voter History, and Precinct Details. A prominent green message box states: 'This voter can only vote a Provisional Ballot. This voter must provide a Driver's License # or Social Security # on the Provisional Ballot Application. Use reason code 7'. The voter's status is 'Pend2', which is circled in red. Other fields include Precinct (001-001-1), DOB (3/18/1901), Party (Libertarian), Registered name (Monroe, James), ID Require (Need DL#-SSN#), and Issued (None). A comments field contains 'CONG=03; LEGIS=32; COUNCIL=001'. At the bottom, there are buttons for 'Issue Provisional Ballot' and 'Go Back'. The footer shows the system status as 'BT:??? AC:Online', voting totals for DEM, REP, NON, and TOT, and the timestamp '12/12/2013 12:12:12 PM'.

Voter Record		260
Monroe James	8 Main St Anytown 12345	
Voter Details	Identification	Voter History
This voter can only vote a Provisional Ballot. This voter must provide a Driver's License # or Social Security # on the Provisional Ballot Application. Use reason code 7		
Precinct 001-001-1	DOB 3/18/1901	Status Pend2
Registered name: Monroe, James	Party Libertarian	Issued None
ID Require Need DL#-SSN#		
Comments CONG=03; LEGIS=32; COUNCIL=001		
Issue Provisional Ballot		Go Back
BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 12:12:12 PM		

C. **“ABS Issued”**: The voter may only be issued a provisional ballot. The voter is shown on the electronic pollbook as having been issued an absentee ballot. **Use provisional code 4.**

Using the Electronic Pollbook

Voter Record 260

Harrison William Henry 9 Main St Anytown 12345

Voter Details Identification Voter History Precinct Details

This voter has been issued an absentee ballot. If the voter wants to cast a ballot now, he or she must vote by provisional ballot.
Enter "4" on the "Enter Provisional Reason" screen.

Precinct 001-001-1 DOB 2/16/1819 Status **Active ABS Issued**

Registered name: Harrison, William Henry Party Unaffiliated Issued None

ID Required

Comments CONG=03; LEGIS=32; COUNCIL=001

Issue Provisional Ballot Go Back

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 12:12:41 PM

D. **Voted Early:** The voter may only be issued a provisional ballot. The voter is shown on the electronic pollbook as "Voted Early". Use provisional code 4.

Voter Record 260

Adams John Quincy 10 Main St Anytown 12345

Voter Details Identification Voter History Precinct Details

This voter is flagged as "Voted Early." If the voter wants to cast a ballot now, he or she must vote by provisional ballot.
Enter "4" on the "Enter Provisional Reason" screen.

Precinct 001-001-1 DOB 3/16/1800 Status **Voted Early**

Registered name: Adams, John Quincy Party Other Parties Issued None

ID Required

Comments CONG=03; LEGIS=32; COUNCIL=001

Issue Provisional Ballot Go Back

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 12:13:03 PM

4. Inactive Status Voters ("ID Required" box is blank)

Voter Record 260

Jefferson Thomas 5 Main St Anytown 12345

Voter Details Identification Voter History Precinct Details

This voter is "Inactive."
Issue a standard ballot if:
The voter's address is correct, or

Precinct 001-001-1 DOB 08/20/1830 Status Inactive

=Voter Ball 2 Party Democrat Issued None

Registered name: ID Required

Comments CONG=03; LEGIS=32; COUNCIL=001

Issue Standard Ballot Issue Provisional Ballot Go Back

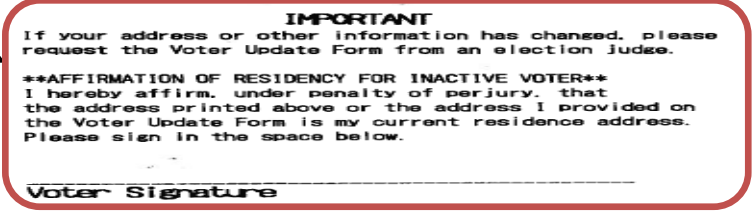
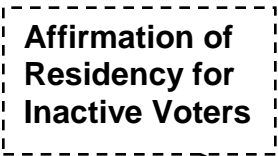
BT:??? AC:Plugged In Voted: TOT 2 11/19/2016 4:14:10 PM

Using the Electronic Pollbook

A. Issue a regular (i.e., not provisional) ballot to Inactive Status Voters when:

- The voter did not move and signs the **Affirmation of Residency for Inactive Voter**. The affirmation is automatically printed on Voter Authority Card for “Inactive” status voters when a regular ballot is issued; or
- The voter moved within 21 days of election day. The voter must complete a *Voter Update Form* and must sign the Affirmation of Residency for Inactive Voter.

Affirmation of Residency for Inactive Voters



VOTER AUTHORITY CARD
Presidential General Election 2012

Jefferson, Thomas
5 Main St. Anytown 12345
DOB: 8/20/1830
ID#: 9 Party: Democrat
DIST/PREC: 001-001-1, CONG=03, LEGIS=32, COUNCIL=001
EPB Number: 018797
Ballot Style: 2
Issued: 10/29/2013 15:28:24 Issued By: RU
Reason: 0

IMPORTANT
If your address or other information has changed, please request the Voter Update Form from an election judge.

****AFFIRMATION OF RESIDENCY FOR INACTIVE VOTER****
I hereby affirm, under penalty of perjury, that the address printed above or the address I provided on the Voter Update Form is my current residence address. Please sign in the space below.

Voter Signature

Check-In Judge Initials: _____
Voting Unit Judge Initials: _____ Voting Unit # _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

! If the voter refuses to sign the affirmation of residency, summon a chief judge.

B. Issue a provisional ballot to Inactive Status voters when:

- The voter moved more than 21 days prior to election day.
Use provisional code 2.

Note: The Affirmation of Residency will **not** print on the Voter Authority Card for provisional voters.

Using the Electronic Pollbook


5. “Issued” Box is “Reg Issued” or “PROV”

The pollbook indicates that the voter has been previously issued a ballot. Inform the voter that he or she is marked as having already been issued a ballot.


A. Reg Issued:

- If it can be confirmed that the voter’s ballot has **NOT** been cast, a regular ballot (i.e., not provisional) may be reissued by a chief judge see Chapter 16 for instructions). **Only chief judges can re-issue ballots.**
- If the ballot has been cast, or it is uncertain if the ballot has been cast, the voter may only be issued a provisional ballot. **Use provisional code 4.**

B. PROV: Provisional ballot issued: A voter who is checking-in whose status is “Prov”, and who insists that he or she has not voted or attempted to vote, **may only be issued a provisional ballot by a chief judge** (a supervisor password is required).

 If the voter insists that he or she has not voted or attempted to vote, summon a chief judge immediately. The chief judge will contact the local board of elections for additional instructions.

Note: Provisional ballot voters who make a mistake while voting their ballots (i.e., “spoiled ballots”) do **not** need to be checked-in at the pollbook again in order to receive a **replacement** ballot.

 **Voters may not be issued more than three ballots.** Any voter who spoils a second ballot should be offered assistance.

Using the Electronic Pollbook

6. ID Required – Show ID (Active or Inactive)

If an “Active” or “Inactive” voter is listed as “Show ID,” ask the voter for ID.

- If the voter presents acceptable ID (see Standards for Acceptable Forms of ID chart), **issue the voter a regular ballot**. A *Voter Update Form* must be completed to record this information.
- If the voter does not present an acceptable ID (see Standards for Unacceptable Forms of ID chart), **issue the voter a provisional ballot. Use provisional code 5.**

The screenshot displays the 'Voter Record' interface for a voter named John Adams. The interface includes tabs for Voter Details, Identification, Voter History, and Precinct Details. A yellow warning box states: 'This voter is "Inactive – ID Required." If the voter presents acceptable ID, a Voter Update Form must be completed to record the ID information. Issue a TS ballot if:'. The voter's details include Precinct 001-001-1, DOB 06/15/1901, and Status Inactive-IDrequired. The Party is Republican, and REG issued is None. A red circle highlights the 'Show ID' button. The bottom of the interface features buttons for 'Issue Standard Ballot (ID was Provided)', '=== No ID === Issue Provisional', and 'Go Back'. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 1', and the timestamp '11/20/2015 11:33:02 AM'.

Voter Record		260
Adams John	6 Main St Anytown 12345	
Voter Details	Identification	Voter History Precinct Details
This voter is "Inactive – ID Required." If the voter presents acceptable ID, a Voter Update Form must be completed to record the ID information. Issue a TS ballot if:		
Precinct	001-001-1	DOB 06/15/1901
Registered name:	Party Republican	REG issued None
	ID Required Show ID	
Comments CONG=03; LEGIS=32; COUNCIL=001		
Issue Standard Ballot (ID was Provided)	=== No ID === Issue Provisional	Go Back
BT:??? AC:Plugged In Voted: TOT 1 11/20/2015 11:33:02 AM		

Using the Electronic Pollbook

Standards for Acceptable Forms of ID

<p>A “current” photo ID is an ID that has not expired</p> <p>A “current” non-photo ID is dated within 3 months of election day</p>	Does the voter’s name on the ID have to match the electronic pollbook or the new name on the <i>Voter Update Form</i> ?	Does the voter’s address on the ID have to match the electronic pollbook or the new address on the <i>Voter Update Form</i> ?
A current Maryland driver’s license	Yes	No
A current MVA-issued photo ID card	Yes	No
A current student photo ID card	Yes	No
A current employee photo ID card	Yes	No
A current military photo ID card	Yes	No
A current passport	Yes	No
Other current State or federal-issued photo ID card	Yes	No
A current utility bill [gas, electricity, water, waste, cable, telephone (land line or cell phone)]	Yes	Yes
A current bank statement	Yes	Yes
A current government check	Yes	Yes
A current paycheck	Yes	Yes
Other current government document	Yes	Yes

Standards for Unacceptable Forms of ID

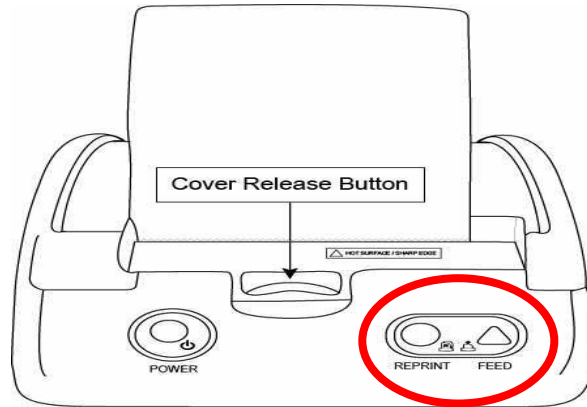
An out-of-state driver's license	Not Acceptable
An expired photo ID card	Not Acceptable
Any non-photo ID that is more than 3 months old	Not Acceptable
A membership card (Sam's Club, gym,)	Not Acceptable
A Voter Notification Card	Not Acceptable
A Social Security Card	Not Acceptable
Any non-photo ID with an address that does NOT match the electronic pollbook or the new address on the <i>Voter Update Form</i>	Not Acceptable

Reprinting a Voter Authority Card

If the printer paper tears or gets jammed as the VAC is being printed, use the printer "Reprint" button to reprint the same voter authority card:

1. Press the green "Feed" button on the printer and carefully remove the torn or jammed paper; and
2. Press the blue "Reprint" button to print another copy of the voter's voter authority card.

Using the Electronic Pollbook



3. If another Voter Authority Card does not print when the “Reprint” button is pressed, the electronic pollbook can be used to reprint a voter authority card for any voter who has been issued a ballot.
 - A. From the Voter Record screen, tap on the “Identification” tab at the top; and
 - B. Tap on the “Reprint VAC” button in the lower left corner.

A screenshot of the 'Voter Record' screen. At the top, there are fields for 'Linc Abraham Quincy' and 'Maine CLARITA Anytown 12345'. Below these are tabs: 'Voter Details', 'Identification' (which is highlighted with a red circle), 'Voter History', and 'Precinct Details'. A blue box contains a note: 'Tap the "Reprint VAC" button to reprint a VAC. ***NOTE: IF a voter access card has been issued to the wrong voter, AND the error is caught BEFORE the ballot is cast, the Chief Judge will use the "Remove Ballot Issued" button." Below the note is a 'Voter ID' field with the value '3'. There is a 'Show ID' button and a 'County' field with the value 'Anne Arundel'. At the bottom, there are three buttons: 'Reprint VAC' (highlighted with a red circle), 'Remove Ballot Issued', and 'Go Back'. The bottom status bar shows 'BT:??', 'Online', 'DEM', '0 REP', '1 NON', '0 TOT', '1', and the date/time '11/4/2013 1:10:12 PM'.

Resetting the Judge's Name

The first time you attempt to issue a ballot, you will be prompted to enter your name. Type in your name and tap “OK” to continue.

Note: You will have to re-enter your name following a shift change or your break. To reset the judge's name:

Using the Electronic Pollbook

1. Tap "Return to Main" from the "Find Voters Screen".

Find Voters 205

Ask the voter to state his or her name. Enter the first 4 letters of the voter's LAST NAME, then the first 3 letters of the FIRST NAME. A list of voters' names will appear on the screen. The list will get shorter as you add more of the voter's information.

When you see the voter's name on the list, ask the voter to state his or her MONTH AND DAY OF BIRTH then tap on that voter's row to continue.

If TOO MANY voters are found, enter the voter's Middle Initial, DOB, & Zip Code. If NO VOTERS are found, check the spelling or tap the "Search State" button. If you don't see the voter's last name in

Find by Name | **Find by Address** | **Find by ID**

Last Name | First Name | Middle Init. | Zip Code | Birth MMDD |

☒ Search Precinct/EV Count
☐ Search State

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/29/2013 10:37:14 AM

2. Tap the "Manage System" tab.

Main Screen 130

Manage Polls | **Issue Ballots** | **Precinct Details** | **Manage System** | **Status**

Use only letters A - Z for lookup. (No hyphens, spaces or apostrophes).

*** USE "4 & 3" for Faster Lookup! ***

1) Enter the FIRST 4 LETTERS of the LAST NAME.
2) Enter the FIRST 3 LETTERS of the FIRST NAME.
3) Confirm the voter's DATE OF BIRTH.

Tap the "Search Voter Roster" button to check in voters.

The "Find Polls" button is used to find a polling place based on the voter's street address.

Search Voter Roster **Find Polls**

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/29/2013 10:35:20 AM

Using the Electronic Pollbook

3. Tap the "System Setup" tab.

Main Screen 130

Manage Polls	Issue Ballots	Precinct Details	Manage System	Status
System ID 111111	IP Address 167.102.92.35 DHCP	ROM Version N/A 6.1.7601	CardWriter vers 1.1.6.0	Software Versio 3.3.0.0a129 Pre-Release

Card Check **System Setup** **Reports** **Updates and Lists**

The "Check Voter Card" button is used to determine if a voter access card has been used and if a ballot has been cast.

If card status is either "Card NOT VOTED" or "Card CANCELLED," the ballot has NOT been cast and a chief judge may authorize another voter access card.

Check Voter Card

BT:??? AC:Plugged In Voted: TOT 1 1/27/2016 4:24:27 PM

4. Tap the "Reset Judge's Name" button.

Main Screen 130

Manage Polls	Issue Ballots	Precinct Details	Manage System	Status
System ID 111111	IP Address 167.102.92.35 DHCP	ROM Version N/A 6.1.7601	CardWriter vers 1.1.6.0	Software Versio 3.3.0.0a129 Pre-Release

Card Check **System Setup** **Reports** **Updates and Lists**

Adjust the system.

Reset Judge's Name
TRACY D

Manage Devices **Set Clock**

BT:??? AC:Plugged In Voted: TOT 2 1/28/2016 3:20:05 PM

Using the Electronic Pollbook

5. The election judge's name in the electronic pollbook will be reset. Tap "Issue Ballots" tab to continue to issue ballots. The election judge will be prompted to enter his or her name before the next ballot can be issued.

Main Screen 130

Manage Polls	Issue Ballots	Precinct Details	Manage System	Status
System ID 111111	IP Address 167.102.92.35 DHCP	ROM Version N/A 6.1.7601	CardWriter vers 1.1.6.0	Software Versio 3.3.0.0a129 Pre-Release

Card Check | System Setup | Reports | Updates and Lists

Adjust the system.

Reset Judge's Name

Manage Devices | Set Clock

BT:??? AC:Plugged In | Voted: TOT 2 | 1/28/2016 3:21:33 PM

Voter Turnout Reports

At 11:00 a.m. and 4:00 p.m., print and post for public viewing the Precinct Unofficial Turnout Report.

1. From one pollbook print the Voter Counts Report:
 - a. Press the "Return to Main" button;
 - b. Press the "Manage Systems" tab
 - c. Press "Reports" tab
 - d. Press "Print Voter Count Reports" and report will print.

Using the Electronic Pollbook

ExpressPoll 130

Main Screen

Manage Polls	Issue Ballots	Precinct Details	Manage System	Status
System ID 111111	IP Address 192.168.0.100 DHCP	ROM Version N/A 6.1.7601	CardWriter vers 1.1.6.0	Software Versio 3.3.0.0a129 Pre-Release

Card Check | **System Setup** | **Reports** | **Updates and Lists**

Tap a Report Below to Preview and Print

Voted List
by Ballot Issued

Print Ballot Counts

Print Voter Counts

BT:??? AC:Plugged In Voted: TOT 0 1/22/2016 10:41:22 AM

2. Tape the Voter Counts Report onto the Precinct Unofficial Turnout Report form in the space provided and write the precinct number on the appropriate line;
3. Post the Precinct Unofficial Turnout Report for public viewing.
4. Record in Chief Judge Log that report was posted.

Using the Electronic Pollbook

Precinct Unofficial Turnout Report **REPORTAJE NO-OFICIAL DE VOTACIÓN**

(Post for Public Viewing)

Primary Election
Elecciones Primarias

General Election
Elecciones Generales

District/Precinct
Distrita/Precinto

At 11:00 AM and 4:00 PM

Print the ***Consolidated Voter Counts Report***
from one pollbook and attach here.

Directions for printing report:

1. Tap **"Return to Main"** button
2. Tap the **"Manage System"** tab (top right)
3. Tap the **"Reports"** in the middle of the screen
4. Tap **"Print Voter Counts Report"** button

2016 Election Judges' Manual



Revised 2/16/16

Chapter 11

Opening the Scanning Unit

Overview.....	11.2
Required Supplies	11.2
Pre-Election Setup.....	11.2
Election Morning.....	11.5

Opening the Scanning Unit

Overview

Each precinct will receive at least one Scanning Unit. Larger precincts may receive more than one Scanning Unit.

Poll Watchers may observe opening procedures.

! At least one voting judge must be stationed at the Scanning Unit at all times. Voting judges will be rotated in and out of this position by Chief Judges during the day.

Required Supplies

Scanning Unit keys

Scanning Unit Integrity Report – Opening

New tamper tape

Scissors to break security seals on the outside of the Scanning Unit

Pre-Election Setup

1. Remove the Scanning Unit from the Transfer Cart; to prevent injury and damage, this should be done by three election judges.



Opening the Scanning Unit

2. Roll the Scanning Unit to the location designated on the precinct layout diagram provided to the Chief Judges.
3. Engage both parking brakes on the Scanning Unit by gently stepping on the metal tabs. They will snap into place. **Caution: The metal tabs are sharp.**



4. Confirm that the shipping label on the back of the Scanning Unit shows the correct polling place. If it does not, immediately notify the local board of elections.



Shipping Tag

Opening the Scanning Unit

5. Use the flat key to unlock the back door of the Scanning Unit, unwrap the power cord (with the grey surge protector attached) and plug the cord into an electrical outlet. **Leave the power cord compartment door open.**



IMPORTANT: Keep the back door of the Scanning Unit open when the Scanning Unit is plugged into an electrical outlet. Failure to do so may result in the unit overheating.

6. Ensure that both lights on the surge protector (red and green) are lit.



! STOP; do not open the unit Tuesday morning.

Opening the Scanning Unit

Election Morning

1. **Verify** the security seals on each unit using the *Scanning Unit Integrity Report – Opening*.

SCANNING UNIT INTEGRITY REPORT – <u>OPENING</u> ELECTION DAY 2016 Presidential Election						
County: <u>Montgomery</u>				Date: <u>April 26, 2016</u>		
District/Precinct: _____						
Attach the Zero Report with attached configuration report from each Scanning Unit to this report. Also post a Zero Report (without configuration report) from each Scanning Unit for public viewing.						
Remember: Record the reason for removing ANY tamper tape or seal after opening and prior to closing the polls on the "Tamper Tape/Security Seal Removal Report" and place removed tamper tape on the back of it.						
COMPLETE ALL GREY AREAS						
Scanning Unit #	A. Scanning Unit Lid Seal # Verify ✓	B. Scanning Unit Serial # Verify ✓	C. Rear Access Door Tamper Tape # (Do Not Remove) ✓	D. Front Access Door Tamper Tape # (Do Not Remove) ✓	E. Main Ballot Box Seal # Verify ✓	F. New Main Ballot Box Seal # Record
1						
2						
Scanning Unit #	G. Emergency Ballot Compartment Seal # Verify ✓	H. New Emergency Ballot Compartment Seal # Record	I. Left Case Seal # (Do Not Remove) ✓	J. Right Case Seal # (Do Not Remove) ✓	K. Public Count Verify ✓	L. Protected Count Verify ✓
1						
2						

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____

Chief Judge: _____ Chief Judge: _____ Draft 12/16/2015

2. Verify the Scanning Unit Lid seal in Column A. Remove the seal.



Opening the Scanning Unit

3. Remove the security seal. Use the flat Scanning Unit key to unlock the lid.



4. Unhook the lid latches. Pull both latches out and flip up. Do not force the lid up. Instead, hold onto the latches as you nudge the lid upward. The hydraulic arms will do the lifting.

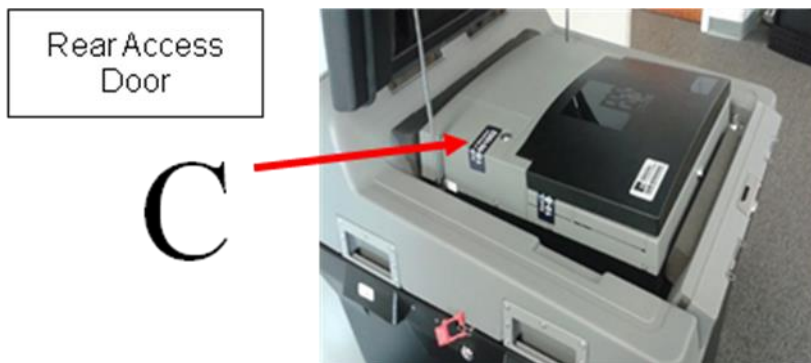


Opening the Scanning Unit

5. Verify the serial number on the top of the Scanning Unit (column **B** of the *Scanning Unit Integrity Report - Opening*).



6. **Verify** the tamper tape number on the rear access door (column **C** of the *Scanning Unit Integrity Report – Opening*). **Do NOT remove the tamper tape.**



7. Use the round key to unlock and open the Ballot Scanner.

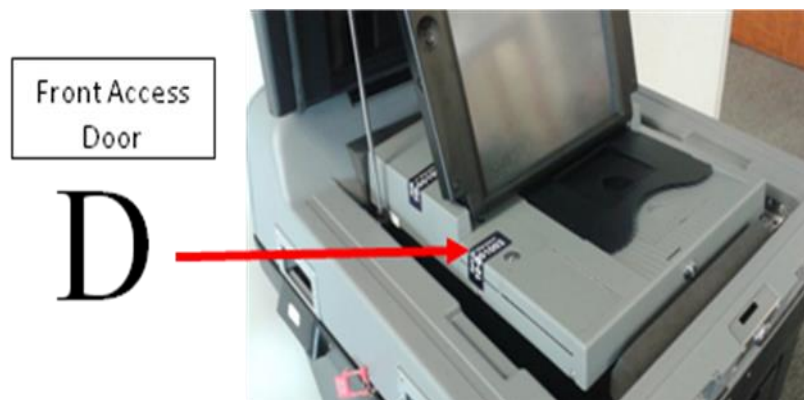


Opening the Scanning Unit

8. Gently lift and raise the screen to the upright position. The Ballot Scanner will turn on by itself. If the Ballot Scanner does not turn on, alert a chief judge.



9. **Verify** the tamper tape number on the front access door (column **D** of the *Scanning Unit Integrity Report – Opening*). **Do NOT** remove the tamper tape.



Note: If the scanner does not turn on or if you hear a series of **four beeps** check the power supply to the Scanning Unit. Make sure power cord is connected firmly in the back of the Scanning Unit and also into the grey surge protector and power outlet. Make sure the power outlet is “live” (i.e., power is coming through the outlet). **If the Ballot Scanner still does not turn on alert a chief judge.**

Opening the Scanning Unit



10. **Verify** the number on the security seal on the Main Ballot Box (column **E** of the *Scanning Unit Integrity Report – Opening*).



11. **Remove** the security seal on the Main Ballot Box and place it in the Chief Judges' Red Folder. Use the flat Scanning Unit key to unlock and open the Main Ballot Box door.

Opening the Scanning Unit

12. Look inside the Main Ballot Box to verify that it is empty. If there are any ballots inside the Main Ballot Box, alert a chief judge.



13. Roll an empty Ballot Transfer Bin from the Equipment Transfer Cart to the Scanning Unit area.



14. Place an empty Ballot Transfer Bin inside the Main Ballot Box. Ensure that both lids of the Ballot Transfer Bin are open and resting on the sides inside the Main Ballot Box and the strap handle is facing out.

Opening the Scanning Unit



15. Close, lock, and reseal the Main Ballot Box door. **Record** the new seal number in column **F** of the *Scanning Unit Integrity Report - Opening*.

F



16. **Verify** the number on the security seal on the Emergency Ballot Compartment door (column **G** of the *Scanning Unit Integrity Report – Opening*). Remove the security seal.

G



Emergency
Ballot
Compartment

Opening the Scanning Unit

17. Unlock and open the Emergency Ballot Compartment door. Make sure that the compartment is empty. **Beware of sharp edges.** Alert a chief judge if any ballots are found inside the Emergency Ballot Compartment.



18. Ensure that the metal flap on the Emergency Ballot Compartment door is raised.



Opening the Scanning Unit

19. Close, lock and reseal the Emergency Ballot Compartment door.
Record the new security seal number in column **H** of the *Scanning Unit Integrity Report - Opening*.



20. **Verify** the left and right side case seals are intact (columns **I** and **J** of the *Scanning Unit Integrity Report – Opening*). **DO NOT** remove the seals.



Opening the Scanning Unit

21. Once the Ballot Scanner turns on, **verify** the Public Count number is the same as indicated in column **K** of the *Scanning Unit Integrity Report – Opening*. Also **verify** the Protected Count number is the same as indicated in column **L**.

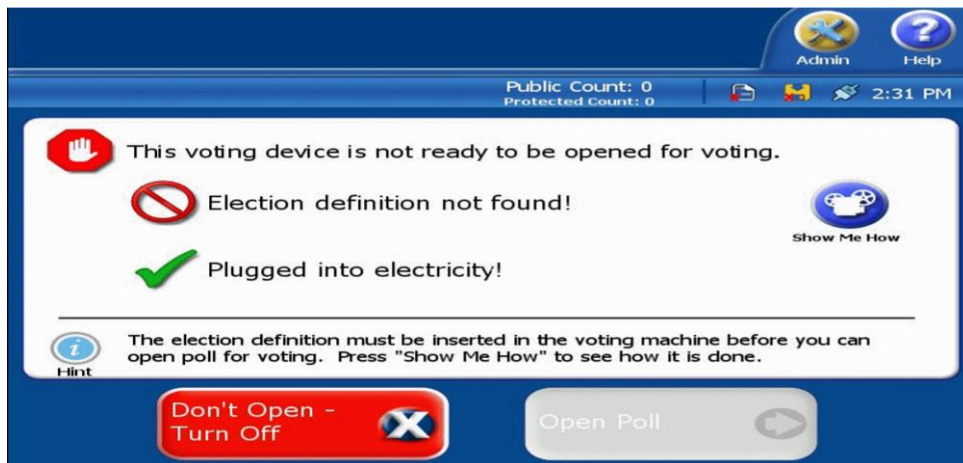


22. A chief judge enters the Election Code (found in the Chief Judges' Red Folder), then touches "**Accept.**"

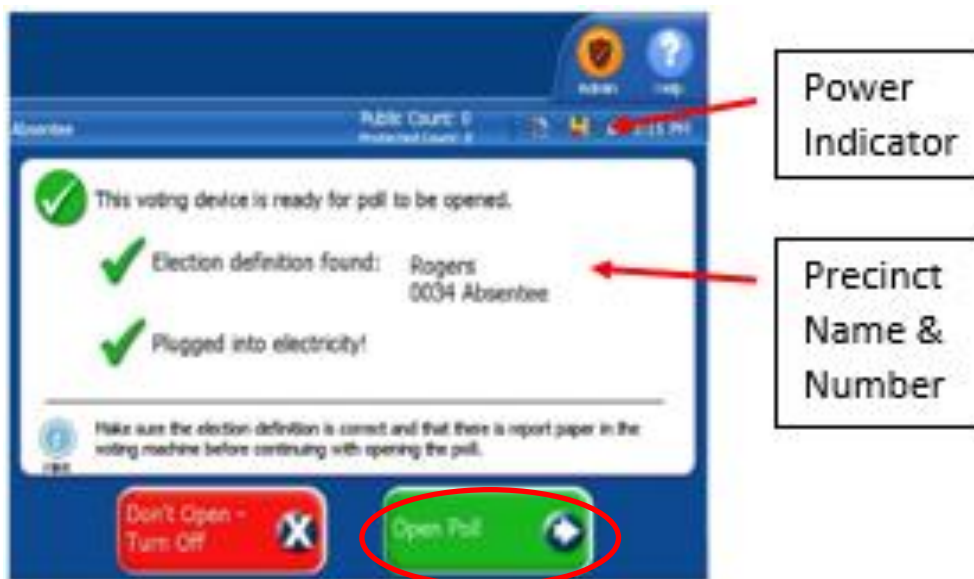


NOTE: The Ballot Scanner performs an internal self-test. This process may take several minutes. **If the following screen appears, or if the Ballot Scanner automatically shuts down, alert a chief judge immediately. Never turn off the Ballot Scanner or unplug the Scanning Unit unless instructed by a Chief Judge.**

Opening the Scanning Unit

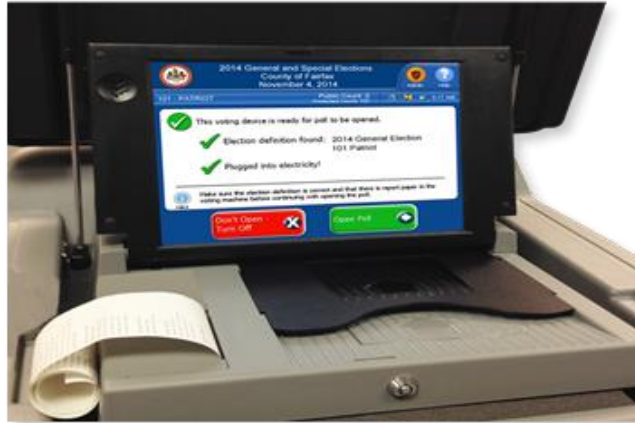


23. **Confirm** that the polling place name displayed on the screen is correct and the unit is receiving power. Touch **“Open Poll”** on the screen.



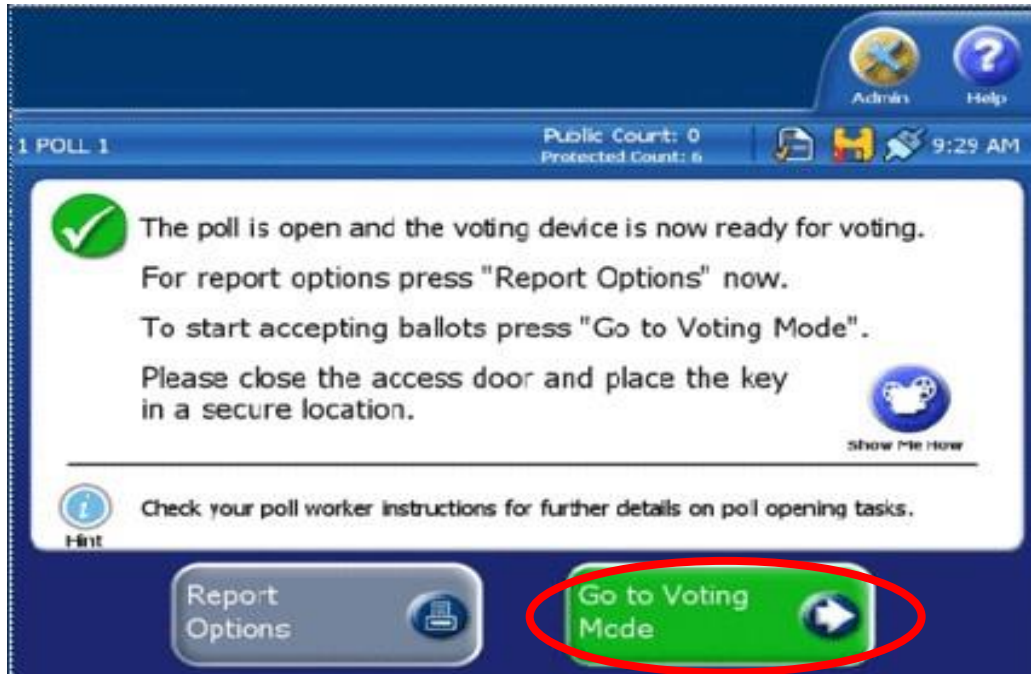
24. A Configuration Report will automatically print followed by two copies of the “Zero Report.” Separate the Zero Reports into two individual reports:

Opening the Scanning Unit



- A. Both chief judges sign both Zero Reports;
 - B. Attach the **first** copy of the Zero Report (with the Configuration Report still attached) to the *Scanning Unit Integrity Report – Opening*;
 - C. Place the **second** Zero Report in the Black Memory Stick Security bag;
25. Print a **third** Zero Report to post for the public:
- A. Press "Report Options" and on the next screen in the "Report Type" box, press "Ballot Accounting Status Report";
 - B. Press "Print Report" and the report will print. Do not sign this report.
 - C. Post the report for public viewing.
26. Once the self-test is completed, the following screen appears. Touch **“Go To Voting Mode.”**

Opening the Scanning Unit



27. When the Ballot Scanner is ready to receive ballots. The following screen appears.





Revised 2/16/16

Chapter 12

Ballot Marking Device (BMD) Setup and Closing

Overview.....	12.2
Required Supplies	12.2
Setting-up the Ballot Marking Device.....	12.3
Closing the Ballot Marking Device	12.11

Ballot Marking Device (BMD) Setup & Closing

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.

Each precinct will receive at least one Ballot Marking Device (BMD). Larger precincts may receive more than one device. Under the supervision of Chief Judges, Voting Judges set up the BMD.

Required Supplies

Ballot Marking Device table – set up on legs
Scissors to break seal on outside of BMD case
BMD Barrel Key
New Tamper Tape

Ballot Marking Device Integrity Report – Opening and Closing

State of Maryland 

BALLOT MARKING DEVICE (BMD) INTEGRITY REPORT
OPENING AND CLOSING
2016 Presidential Election

County: _____ Date: _____

District/Ward/Precinct: _____

Place ALL tamper tape removed during opening and closing from the BMD on the back of this form.

REMEMBER: IF ANY tamper tape is removed from the BMD **DURING** voting hours, remember to attach the removed tamper tape to the "Tamper Tape/Security Seal Removal Report" and explain why the tamper tape was removed.

BMD Unit #	OPENING			CLOSING	
	A.	B.	C.	D.	E.
	BMD Serial # Verify	Side compartment tamper tape # at opening Verify	New side compartment tamper tape # at opening Record	Record and remove side compartment tamper tape #.	Record new tamper tape #.
1					
2					
3					
4					

To the best of our knowledge, the information on this report is true and accurate. ☐

Judge(s) Assisting at Opening: _____

Judge(s) Assisting at Closing: _____

Chief Judge: _____ Chief Judge: _____

Revised: 12/4/15

Ballot Marking Device (BMD) Setup & Closing

Setting-up the Ballot Marking Device

1. Remove the BMD Table from the top of the Equipment Transfer Cart and set it up on the legs.
2. Remove the BMD from the Equipment Transfer Cart and check the ID tag on the BMD carrying case to ensure that the tag designates the correct polling place.



3. Take the BMD in its carrying case to the designated location inside the voting area as shown on the polling place diagram.
4. Remove the BMD, keypad, and headphones from the case. Remove the power cord from the side pocket of the case.



Ballot Marking Device (BMD) Setup & Closing

5. Push the small circular plug of the power cord with flat side facing up into the port on the back of the BMD. The plug will click into place when properly connected. Plug the other end of the power cord into an electrical outlet.




6. Grasp the bottom of the stand on the back of the BMD. Gently pull out and extend the stand. Rest the BMD on the stand. Position the BMD on the designated table.



7. Verify the serial number located on the top of the BMD. Confirm by checking the box in column A of the *Ballot Marking Device Integrity Report*.

Ballot Marking Device (BMD) Setup & Closing



State of Maryland

BALLOT MARKING DEVICE (BMD) INTEGRITY REPORT
OPENING AND CLOSING
2016 Presidential Election

County: _____ Date: _____
District/Ward/Precinct: _____

Place ALL tamper tape removed during opening and closing from the BMD on the back of this form.

REMEMBER: IF ANY tamper tape is removed from the BMD DURING voting hours, remember to attach the removed tamper tape to the "Tamper Tape/Security Seal Removal Report" and explain why the tamper tape was removed.

BMD Unit	OPENING				CLOSING	
	A. BMD Serial # Verify	B. Side compartment tamper tape # at opening Verify	C. New side compartment tamper tape # at opening Record	D. Record and remove side compartment tamper tape #	E. Record new tamper tape #	
1						
2						
3						
4						

To the best of our knowledge, the information on this report is true and accurate.

Judge(s) Assisting at Opening: _____
Judge(s) Assisting at Closing: _____
Chief Judge: _____ Chief Judge: _____

Revised: 12/4/15

- Verify the tamper tape number located on the left side compartment door of the BMD. Confirm by checking the box in column B of the *Ballot Marking Device Integrity Report*.



- Remove the tamper tape and place it on the back of the *Ballot Marking Device Integrity Report*. Use the BMD barrel key to unlock and open the left side compartment door.

Ballot Marking Device (BMD) Setup & Closing

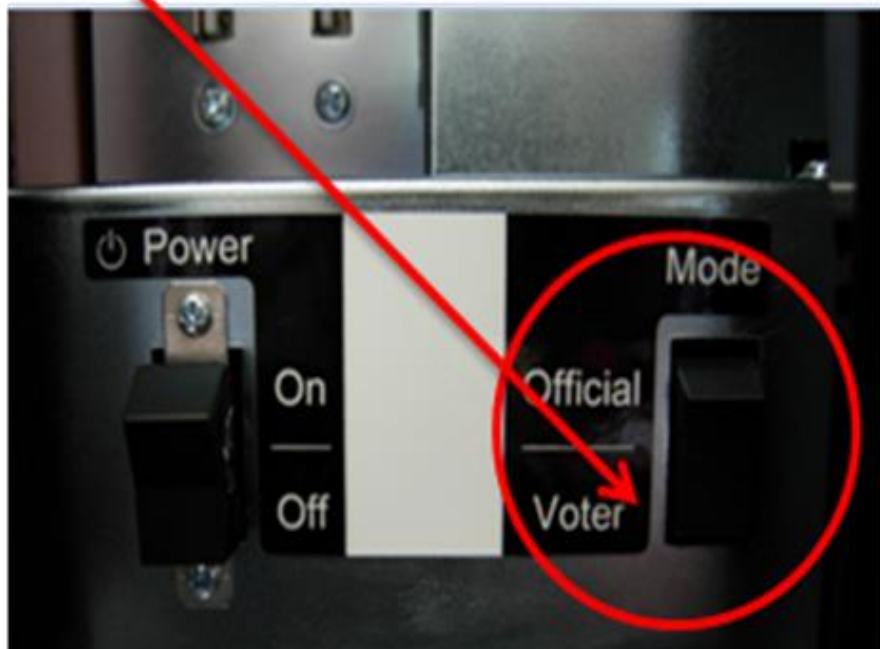


10. Check that the memory stick is installed. If not, immediately notify a Chief Judge.



11. Check to ensure that the “**Mode**” switch is on “**VOTER.**”

Ballot Marking Device (BMD) Setup & Closing

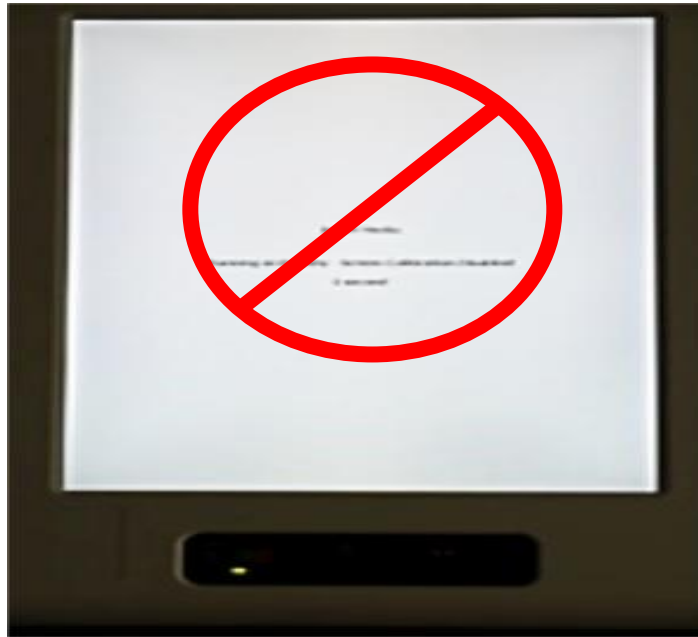


12. Ensure that the keypad is installed before starting up the BMD.



Ballot Marking Device (BMD) Setup & Closing

IMPORTANT: Do not touch the display screen while the BMD is **starting up**. Startup usually takes about 4 minutes. No reports are printed.



13. Flip the “**Power**” switch to the “**On**” position.



14. Position the keypad cord so it threads through the circular opening at the top of the side compartment door. Close and lock the side compartment door. Apply new tamper tape over the side

Ballot Marking Device (BMD) Setup & Closing

compartment door and **record** the new tamper tape number in column **C** of the *Ballot Marking Device Integrity Report*.



15. Install the privacy screen provided with the table.

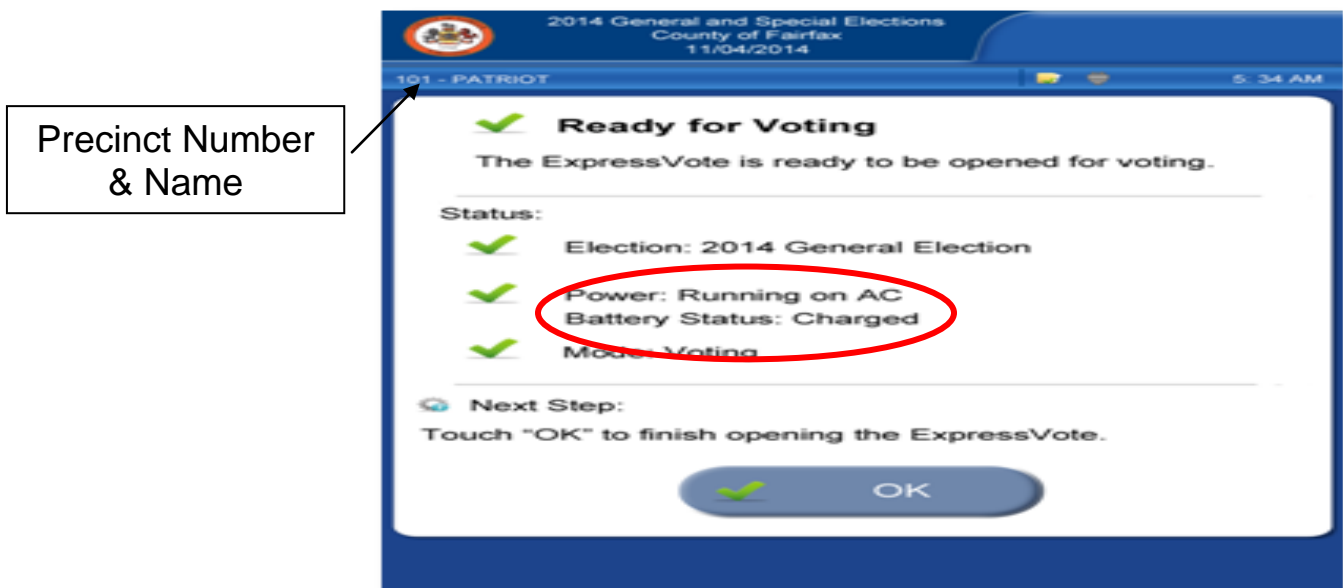


16. A Chief Judge enters the Election Code, and touches **Accept**.

Ballot Marking Device (BMD) Setup & Closing



17. Verify that the precinct number and name displayed on the screen are correct and the unit is running on AC. Touch **OK**. Contact the local board of elections office immediately if the precinct number and name are incorrect and/or the unit indicates that it is not ready to process ballots.



Ballot Marking Device (BMD) Setup & Closing

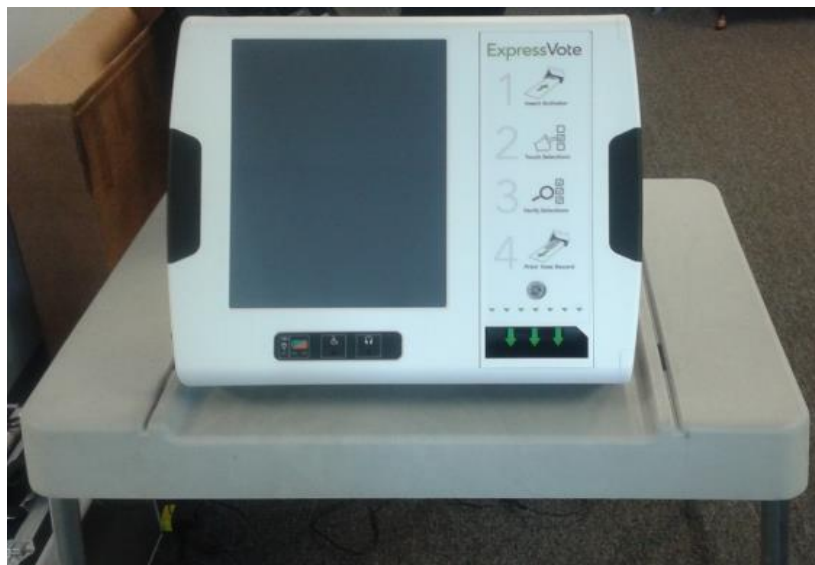
18. When the Ballot Marking Device is ready to accept ballots, the following screen appears.



19. Return the carrying case to the Transfer Cart. Return the key and *Ballot Marking Device Integrity Report* to a Chief Judge.

Closing the Ballot Marking Device

1. Remove the privacy screen.



Ballot Marking Device (BMD) Setup & Closing

2. Record the side compartment tamper tape number in column D of the closing section of the *Ballot Marking Device Integrity Report*.



3. Remove the tamper tape from the side compartment. Use the round BMD key to unlock and open the side compartment door.
4. Flip the “**Power**” switch to the “**Off**” position.



Ballot Marking Device (BMD) Setup & Closing

5. Disconnect and remove the keypad.

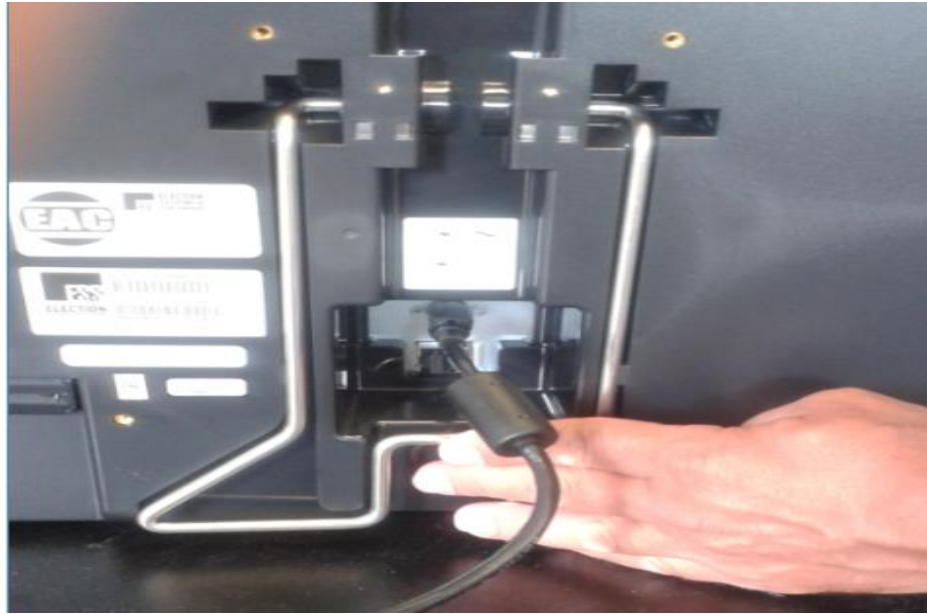


6. Close and lock the side compartment. Apply new tamper tape and record the number in column E of the *Ballot Marking Device Integrity Report*.



7. Close the stand on the back of the BMD. It will snap into place.

Ballot Marking Device (BMD) Setup & Closing



8. Remove the power cord from the back of the BMD by sliding the sheath on the plug back while gently pulling the plug out. **The plug will not release until the sheath is pulled back.**



9. Pack the BMD, keypad, and headphones into the main compartment of the carrying case. Return the power cord to the carrying case side pocket.

Ballot Marking Device (BMD) Setup & Closing



10. Return the BMD to the Transfer Cart. Sign and return the *Ballot Marking Device Integrity Report* to a Chief Judge.

2016 Election Judges' Manual



Revised 2/16/16

Chapter 13

Marking a Ballot by Hand

Overview.....	13.2
Instructions for Marking a Ballot by Hand	13.2
After the Voter Has Marked the Ballot.....	13.4

Marking a Ballot by Hand

Overview

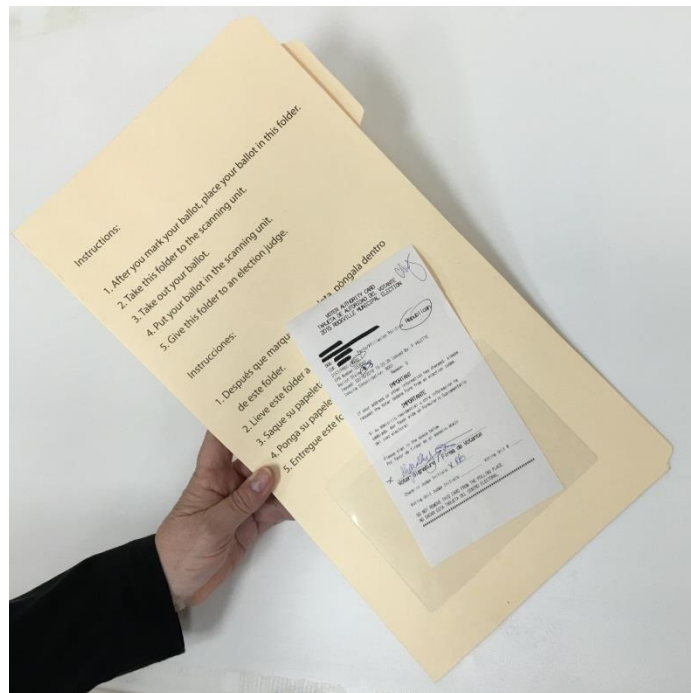
Voting Judges will perform various tasks within the voting area and will rotate as directed by the Chief Judges. Responsibilities include escorting voters to the voting booths or Ballot Marking Device, assisting with line management, assisting voters who have spoiled a ballot and working with voters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



Marking a Ballot by Hand

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;



- 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**

Marking a Ballot by Hand

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.

2016 Election Judges' Manual



Revised 2/16/16

Chapter 14

Using the Ballot Marking Device (BMD)

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Using the Ballot Marking Device

Ballot Marking Device (BMD)

The Ballot Marking Device (BMD) is a device that enables voters, including voters with disabilities, to mark their ballots independently. Any voter may request the use of the BMD.

There are several ways to mark a Ballot Activation Card ballot using the BMD. The BMD includes a touch screen and keypad (includes Braille). Voters may use their own sip and puff device or rocker paddle device.

An audio ballot is available to all voters who use the BMD and all accessibility features can be used with the audio ballot. The BMD also offers high-contrast and enlarged print viewing options. The accessibility features on the BMD can be used in any combination to make ballot selections.

The BMD is a ballot marking device and **cannot record votes**. The BMD acts as a pen that marks and prints the voter's selections. The voter's Ballot Activation Card ballot is then inserted into the Scanning Unit which records the selections. At least one BMD will be available at each precinct.



Ballot Marking Device (BMD)

Using the Ballot Marking Device

Prepare the Voter for Voting

Voters who choose to use the BMD will be issued a BAC instead of a standard paper ballot by the ballot judge.

A voting judge will:

1. Ask the voter for his or her Voter Authority Card (VAC);
2. Verify that the VAC has been signed by the voter and initialed by a check-in judge and ballot judge;
3. Verify that the District/Precinct, party and ballot style have been circled or highlighted.

VOTER AUTHORITY CARD
Presidential General Election 2012

Linc. Abraham Quincy
Main St APT A, Anytown 12345
DOB: 5/2/1842
ID#: 3 Party: Republican
DIST/PREC: 001-001-T. CONG=03; LEGIS=32; COUNCIL=001
EPB Number: 018797
Ballot Style: 2
Issued: 12/16/2013 09:45:03 Issued By: ABIGAIL G
Reason: 0

IMPORTANT
If your address or other information has changed, please
request the Voter Update Form from an election judge.

Please sign in the space below.

Abraham Linc

Voter Signature

Check-in Judge Initials: DH

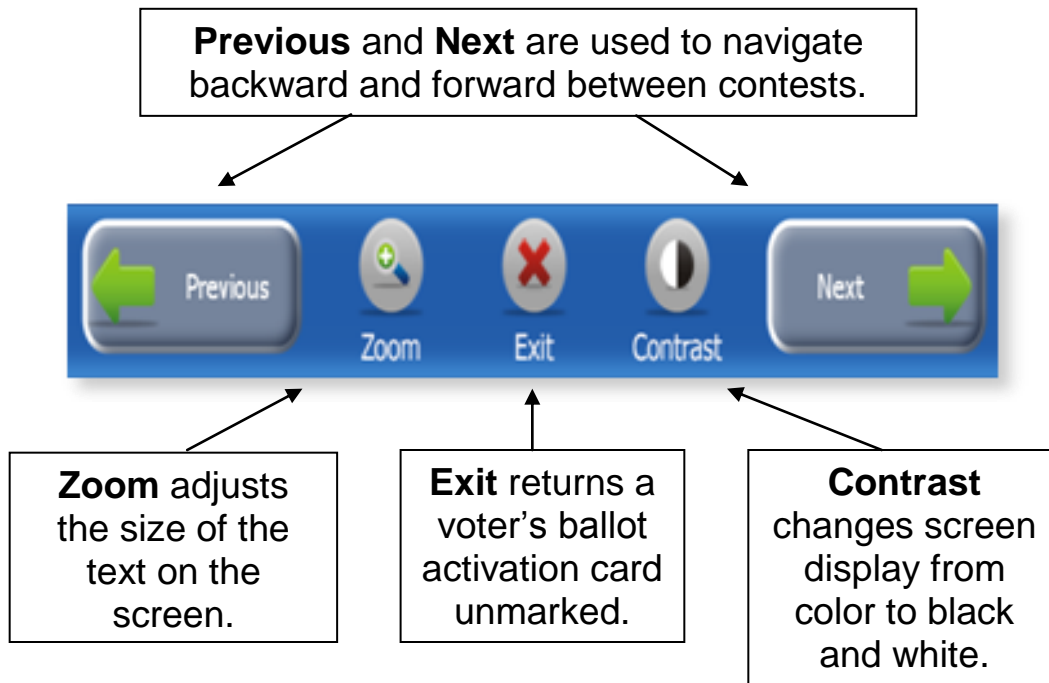
Ballot Issuing Judge: MM Voting Judge: _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

Using the Ballot Marking Device

4. Hold onto the VAC while escorting the voter to a BMD; and
5. Instruct the voter on how to use the BMD and explain its various features.

BMD Screen Display Options



Explain to the voter that they must press the “More” button on the display screen to view all candidates for the contest.

Explain that the BMD will display a warning message after 5 minutes of inactivity. Voter will be asked to select to continue or exit.

Explain that the voter can choose the language to be displayed and/or heard. The “English” box is the default selection.

Activating the BMD

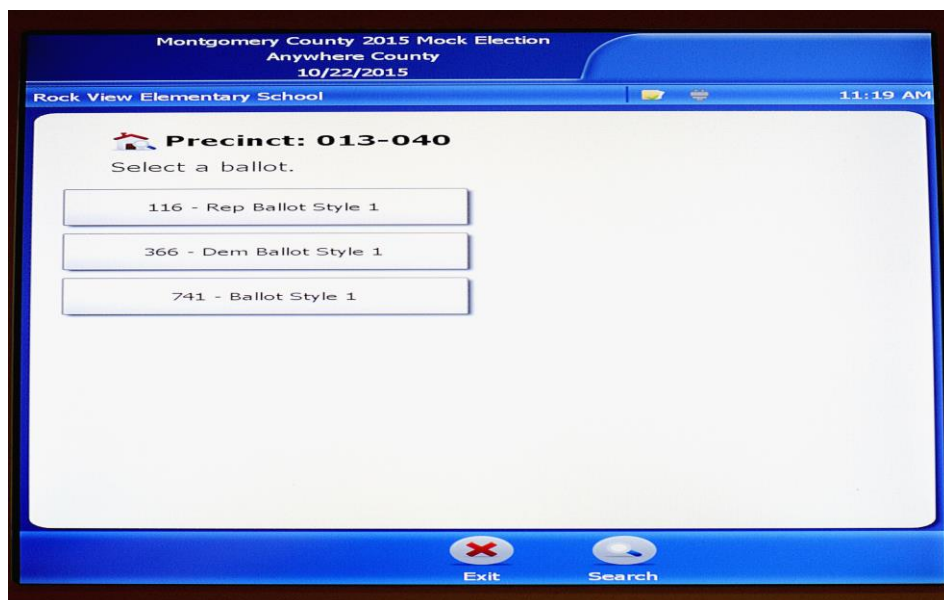
The BMD display reads “To begin voting, insert your card.”

Using the Ballot Marking Device

1. Instruct the voter to insert the Ballot Activation Card into input slot with the slanted corner of the card to the top right.

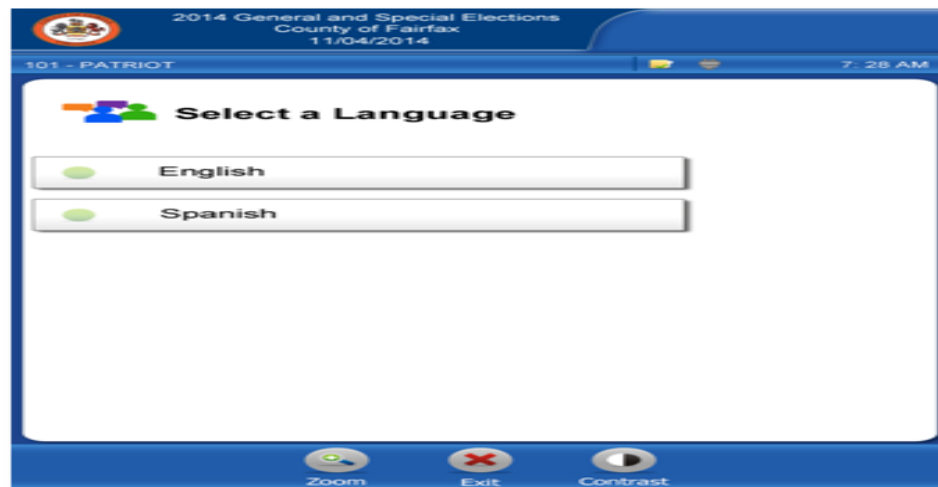


2. For consolidated precincts, the screen will display a precinct selection search. Touch the precinct number indicated on the Voter Authority Card.
3. The screen will display a selection menu of ballot styles.



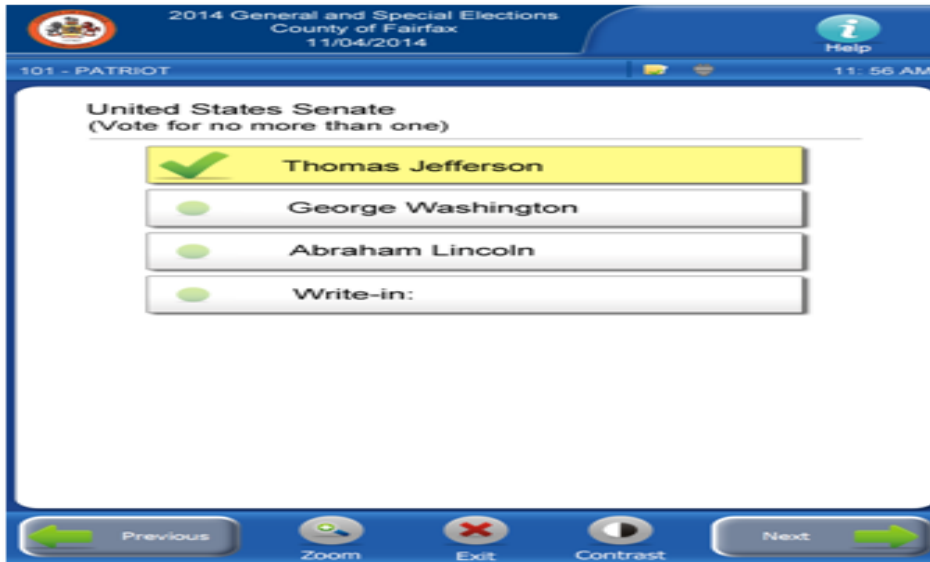
Using the Ballot Marking Device

4. Use the ballot style number indicated on the voter authority card to select the correct ballot style for the voter. Touch the correct ballot style number on the touch screen display. **The Election Judge, not the voter, must select the ballot style.**
5. Return the VAC to the pocket on the front of the privacy sleeve.
6. Stand to the side of the BMD to ensure voter privacy while continuing instructions to the voter.
7. Instruct the voter to touch desired Language from available options to begin voting.



Using the Ballot Marking Device

8. Instruct the voter to select a candidate or contest choice by touching the oval or anywhere on the line. Once selected, the selection turns yellow, and a green checkmark appears next to the candidate or contest choice.



- A. To change a selection in a “vote for one” contest, touch the oval or anywhere on the line of the new selection. The previous selection is de-selected, and the new selection turns yellow, and a green checkmark appears next to the candidate or contest choice.
 - B. To change a selection in a “vote for more than one” contest, remove the previous selection by touching the green checkmark or anywhere on the line of the previous selection. To make a new selection, touch the oval or anywhere on the line of the new selection. The selection turns yellow, and a green checkmark appears next to the candidate or contest choice.
9. Touch “Previous” or “Next” to navigate backward and forward between contests.

Using the Ballot Marking Device

Important: A “More” button will appear on the touchscreen when an additional page of contest choices is available to the voter. Voters must touch the “More” button to access the additional page. Voting judges are to instruct voters about the “More” button before the voter begins using the BMD.

Summary of Selections

1. After the voter is finished making his or her selections, a “Summary of Selections” screen displays. Undervoted contests are marked with an orange exclamation point. All other contests are marked with a green checkmark.



2. To change a selection, touch the contest you want to change on the Summary of Selections screen. After changes are made, touch “Next.” BMD returns to the Summary of Selections screen. When finished reviewing selections, touch “Next” to continue to the “Print Card” screen.

Printing the Ballot Activation Card Ballot

1. To print the ballot activation card ballot, touch “Print Card.” The ballot activation card ballot ejects from the BMD showing the selections made by voter.

Using the Ballot Marking Device



Voter is Ready for the Scanning Unit

1. Instruct the voter to place the printed ballot activation card ballot into the privacy sleeve.
2. Direct the voter to the Scanning Unit to cast the ballot activation card ballot.
3. Instruct the voter to give the VAC to the voting judge at the Scanning Unit.

Using the Audio Headset and Keypad



Using the Ballot Marking Device

1. Plug headphones into the audio port located on the front of the BMD.
2. Instruct the voter on how to adjust the volume.
3. Hand the headphones to voter and instruct the voter to put on the headphones. The BMD begins playing voting instructions immediately, so the voter should put the headphones on **before** inserting the ballot activation card.
4. Instruct the voter to insert the ballot activation card into input slot with slanted corner to the top right. Assist the voter with this if requested by the voter.

Note: Once the BMD identifies the ballot activation card, the BMD begins playing voting instructions **immediately** and provides an overview of keypad functions.

The **Audio Instructions** include:

1. Press **Screen** to turn the touchscreen display off.
2. Use **Tempo** on the right side of the keypad to speed up or slow down the audio.
3. Use **Volume** on the right side of the keypad to adjust the volume of the audio.
4. Use **Down Arrow** on keypad to scroll through available language options. Press **Select** to select desired language and to begin voting.

Using the Ballot Marking Device

5. Press **Right Arrow** to proceed to first contest. BMD identifies contest information, including name, number of permitted selections and number of candidates or choices.
6. Press **Down Arrow** to scroll through candidates or choices.
7. Press **Select** to make a selection after it has been read.
8. To change a selection in a “vote for one” contest, press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to make a new selection. The new selection replaces the previous one.
9. To change a selection in a “vote for more than one” contest, press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to remove previous selection. Press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to make a new selection.
10. To select a write-in (General Elections only), press **Down Arrow** to navigate to write-in option. Press **Select**. BMD begins playing write-in instructions and provides an overview on keyboard functions. Press **Down Arrow** or **Up Arrow** to scroll through letters. Press **Select** to choose a letter. When finished, press **Right Arrow**. BMD returns to contest and repeats the write-in selection.

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 may request a replacement BAC when:

Using the Ballot Marking Device

- A voter wants to make changes to ballot selections after 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
- 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.

Replacing Ballots and Ballot Activation Cards (BACs)

When a voter asks for a replacement BAC a voting judge shall:

1. Collect the voter's VAC;
2. Tell the voter to spoil the BAC;
 - A. Provide the voter with a black marker and tell the voter to spoil the ballot by using 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

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

Using the Ballot Marking Device

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 BAC to the voter and should review the procedures for properly marking a BAC with the voter.

Verifying a Marked Ballot Activation Card Ballot

The BMD allows a voter to re-insert the marked ballot back into the input slot to verify the selections. This step is for verification purposes only. No changes can be made, as the voter will only be able to view or hear the summary of his or her selections.

1. Instruct voter to insert ballot card into the input slot with slanted corner of the card to the right.
2. Instruct voter to touch desired Language from available options.
3. A verification screen displays listing instructions on how to review selections.



4. Touch "Next" to access the "Verification Summary" screen.

Using the Ballot Marking Device

5. Review selections. When done, touch “Next” again and then touch “Print Card” to eject the ballot activation card ballot. The printed ballot activation card ballot ejects from the input slot.



Write-in Votes on the BMD (General Election Only)

1. To select a write-in candidate, touch “Write-In.” The screen displays a keyboard. Enter the write-in name using the keyboard and then touch “Accept.”



Using the Ballot Marking Device

2. To clear a write-in, touch the green checkmark or anywhere on the line of the write-in selection. The screen displays a keyboard. Touch “Clear” and then touch “Accept.”

2016 Election Judges' Manual



Revised 2/16/16

Chapter 15

Casting Ballots

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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.

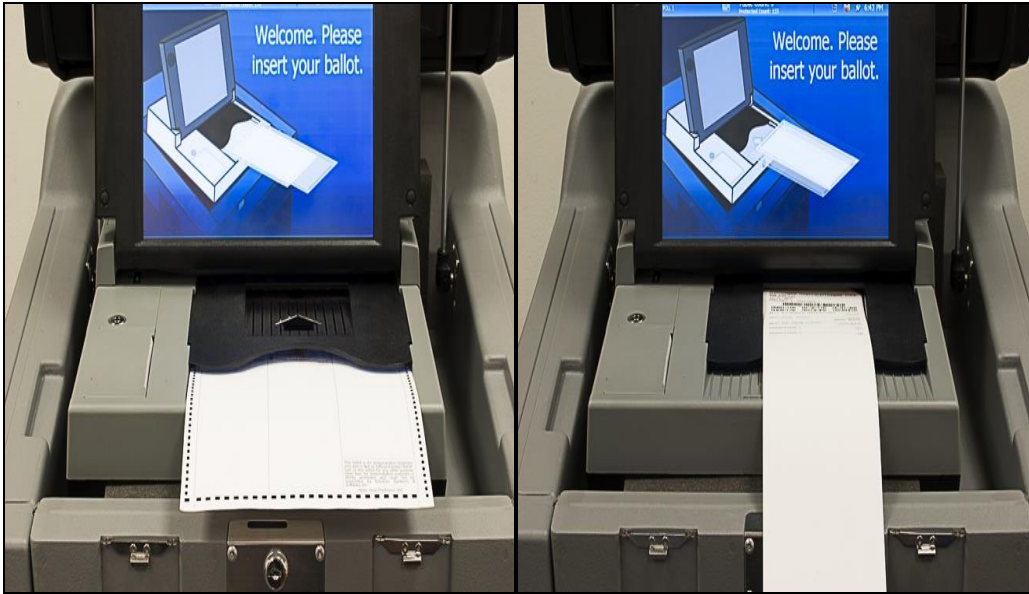
The **Scanning Unit** Judge will:

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.

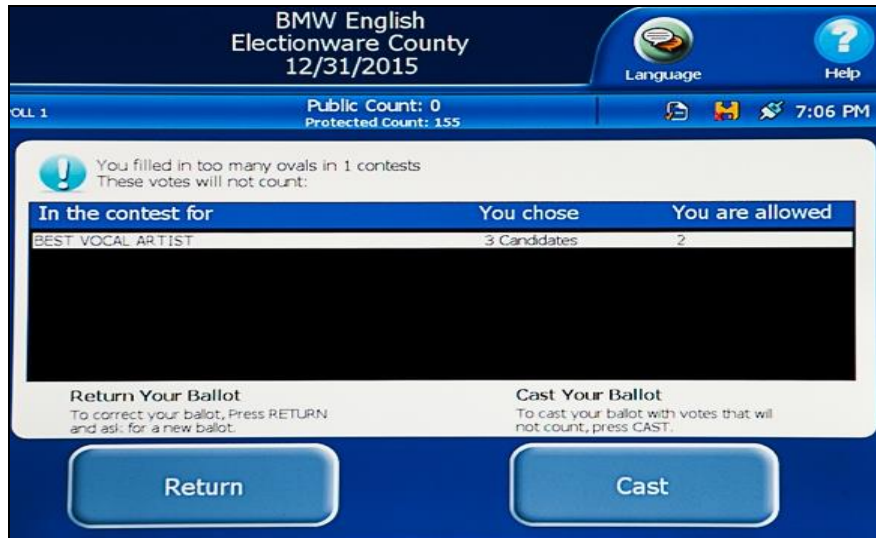
 **Do not allow voters to leave the polling place with a VAC, ballot, BAC, or privacy sleeve.**

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

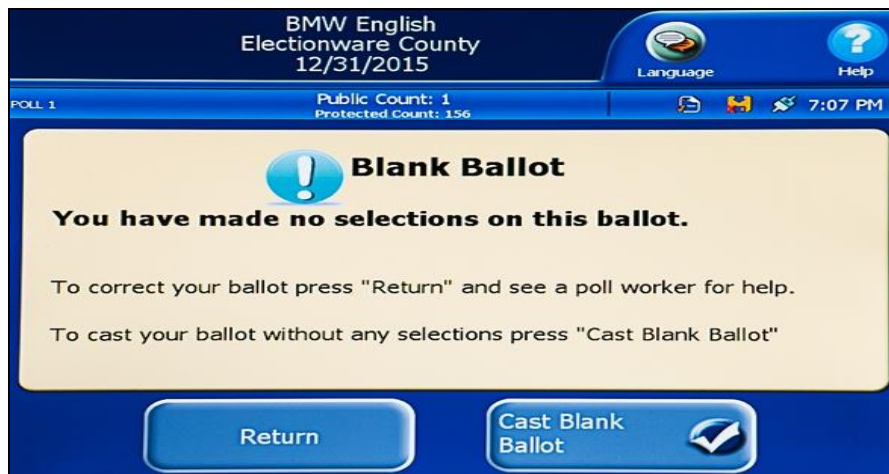
The Scanning Unit will accept all ballots that contain undervoted contests **without cautioning the voter**.

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.

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Revised 2/16/16

Chapter 16

Replacement Ballots

Reissuing VACs

Misidentified Voters

Fleeing Voters

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Fleeing Voters	16.10

Replacement Ballots, Reissued VACs, & Misidentified Voters

Replacement Ballots for Spoiled Ballots

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

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
- 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 a voter designated assistant 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.

Replacing Ballots and Ballot Activation Cards (BACs)

When a voter alerts a voting judge to request a replacement paper ballot or BAC:

1. A voting judge asks for the voter's Voter Authority Card (VAC);
2. Directs the voter to stay at the voting booth, or another area in the polling place to spoil the ballot and wait for a replacement ballot;

Replacement Ballots, Reissued VACs, & Misidentified Voters

3. Provides the voter with a black marker and tells 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 (overvote 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 including the bar code at the top. 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.
4. While the voter is spoiling the ballot, use the VAC to complete the *Spoiled Ballot Log*.
5. Determine the reason and check the correct code. Use reason code 11 – if the ballot or BAC is damaged by the voter or the judge, fails to work, or the BMD malfunctions. Use reason code 12 - if the voter has made selections on the ballot.
6. Indicate the ballot type, the voter’s name and the voter’s ID number and initial the form.

Replacement Ballots, Reissued VACs, & Misidentified Voters

Spoiled Ballot Log (Ballot Table) Montgomery County Board of Elections Presidential Primary - April 26, 2016

A ballot that will not or cannot be used to cast a vote must be spoiled and accounted for. When a judge damages a ballot (tears, folds, etc.) before issuing the ballot to a voter, the judge must record that ballot on this form. When a voter damages a ballot or wishes to change selections, the judge must record that ballot on this form before issuing the voter a new ballot. Voters may receive a maximum of three ballots.

Directions:

1. If damaged after selections are made or if voter wishes to change selections, have voter mark over all circles in selected contests.
2. Write "Spoiled" on ballot. Place ballot in Spoiled Ballot Envelope.
3. Check below if ballot is standard ballot or Ballot Activation Card (BAC).
4. Determine reason. If damaged by voter or by judge, reason code 11. If selections have been made, reason code 12. Check reason code below.
5. Enter voter's name and ID# below. If ballot was damaged before it was issued to voter, leave blank. Initial form.
6. Take voter's VAC. Cross off prior ballot judge's initials. Initial VAC and return to voter with new ballot.

Reason Code <input type="checkbox"/>		Ballot Type		Voter's Name (Last Name, First Name)	Voter ID#	Judge's Initials
#11	#12	Standard BS#	BAC <input type="checkbox"/>			
√		√		Jane Dough	500555442	<i>LW</i>

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

7. Draw a line through the ballot judge's prior initials on the VAC and re-initial the VAC, to indicate that replacement ballot has been issued.

8. Take the spoiled ballot (or ballot activation card) from the voter.

Replacement Ballots, Reissued VACs, & Misidentified Voters

9. Confirm that “spoiled” has been written across the face of the spoiled ballot (or ballot activation card) by the voter and that the voter’s original selections cannot be determined.
10. Give the replacement ballot (or ballot activation card) and the VAC to the voter.
11. For voters using a BMD, the Election Judge must use the ballot style number indicated on the voter authority card to select the correct ballot style for the voter. Touch the correct ballot style number on the touch screen display. For consolidated precincts, select the correct District/Precinct and ballot style to activate the appropriate ballot.
12. Deposit the spoiled ballot (or ballot card) into the “Spoiled Ballot Envelope.”

Replacing Damaged or Torn Ballots and Ballot Activation Cards (BACs)

When a paper ballot (or BAC) is damaged prior to being issued to a voter to the extent that a Scanning Unit (SU) will not accept it, follow these steps:

1. Record the ballot on the *Spoiled Ballot Log*.
2. Write “spoiled” across the face of the spoiled ballot (or ballot card) and overvote each contest.
3. Deposit the spoiled ballot (or ballot card) into the “Spoiled Ballot Envelope.”

Replacement Ballots, Reissued VACs, & Misidentified Voters

Resetting a Voter's "Ballot Issued" Status (Chief Judge Only)

Resetting the "Ballot Issued" status on the electronic pollbook by a chief judge allows check in judges to properly check in voters who were previously checked-in under the following circumstances. **In all cases it must be confirmed by the election judges that the voter did not cast their previously issued ballot.** **Note:** A voter who claims that the ballot was not cast, and it cannot be confirmed that the ballot was not cast, must be issued a provisional ballot.

This applies to the following voters:

- A. Voters who were mistakenly checked in under another voter's name ("misidentified voters").**
- B. Voters who alert election judges that they must leave the polling place before marking their ballot.** **Note:** If this voter returns later in the day, the voter may be checked in to vote.

The following process will reset the voter's "ballot issued" status in the electronic pollbook to "None."

1. Retrieve the ballot (or ballot activation card) from the voter. Use the information on the VAC to search for the voter's name in the electronic pollbook.
2. Tap on the row of the voter whose "Issued" field is to be changed.

The screenshot shows the 'Find Voters' interface. At the top, there is a table with the following columns: Name, Address, County, DOB, Status, Issued, and Party. The first row of data is circled in red. Below the table, there are search filters: 'Find by Name', 'Find by Address', and 'Find by ID'. The 'Find by Name' section has fields for Last Name (LINC), First Name, Middle Init, and Zip Code. The 'Find by Address' section has a field for Birth MMDD. The 'Find by ID' section has a field for ID. There are also buttons for 'Search Precinct/EV Count', 'Search State (add mi)', 'Clear ALL', and 'Return to Main'. At the bottom, there is a status bar with 'BT:??? AC:Plugged In', 'Voted: TOT 2', and '11/19/2015 3:25:30 PM'.

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	05/02 /1842	Active	REG Issued	REP

Replacement Ballots, Reissued VACs, & Misidentified Voters

3. On the “Voter Record” screen, confirm that this is the voter whose “Issued” field must be changed. Then tap on the “Identification” tab.

The screenshot shows the 'Voter Record' screen with the 'Identification' tab selected. The voter's name is Abraham Quincy, and the precinct is 001-001-1. The status is 'Active'. The 'REG Issued' field is highlighted in red. The 'Re-Issue Standard Ballot' button is visible at the bottom.

Voter Record 260

Linc: Abraham Quincy | Main St APTA Anytown 12345

Voter Details | **Identification** | Voter History | Precinct Details

This voter has already been issued a ballot.
1) If this is the correct voter and the ballot was NOT cast, a Chief Judge may "Re-Issue" another card.
2) If the voter was mis-identified and the ballot was NOT cast, a Chief Judge may "Remove Ballot Issued" under the "Identification" Tab.
NOTE: If the previous ballot issued WAS cast, this voter may vote by Provisional Ballot only.

Precinct: 001-001-1 | DOB: 05/02/1842 | Status: Active

Registered name: | Party: Republican | REG Issued: **REG Issued**

ID Required: | Comments: CONG=03; LEGIS=32; COUNCIL=001

Re-Issue Standard Ballot | Issue Provisional Ballot | Go Back

BT:??? AC:Plugged In | Voted: TOT 1 | 11/20/2015 11:00:30 AM

4. After tapping the “Identification” tab, tap the “Remove Ballot Issued” button.

The screenshot shows the 'Voter Record' screen with the 'Identification' tab selected. The 'Remove Ballot Issued' button is highlighted with a red circle. The voter's name is Abraham Quincy, and the precinct is 001-001-1. The status is 'Active'. The 'REG Issued' field is highlighted in red. The 'Re-Issue Standard Ballot' button is visible at the bottom.

Voter Record 260

Linc: Abraham Quincy | Main St APTA Anytown 12345

Voter Details | **Identification** | Voter History | Precinct Details

Tap the "Reprint VAC" button to reprint a VAC.
***NOTE: IF a voter access card has been issued to the wrong voter, AND the error is caught BEFORE the ballot is cast, the Chief Judge will use the "Remove Ballot Issued" button.

Voter ID: 3

Show ID:

City Name: Anytown

Reprint VAC | **Remove Ballot Issued** | Go Back

BT:??? AC:Plugged In | Voted: TOT 1 | 11/20/2015 3:02:20 PM

Replacement Ballots, Reissued VACs, & Misidentified Voters

5. Enter the password and Tap “OK – Perform Supervisor Function.”

The screenshot shows the 'Voter Record' interface. At the top, there are fields for 'Linc Abraham Quincy' and 'Main StAPTA'. Below these, a 'Voter Data' section is partially visible. A large blue dialog box is centered on the screen, containing the text: 'Enter your supervisor password using the keypad. Then tap the OK button to proceed.' Below this text is a 'Password' field with four asterisks. At the bottom of the dialog box, there are two buttons: 'OK - Perform Supervisor Function' and 'Go Back'. The 'OK - Perform Supervisor Function' button is circled in red. Below the dialog box, there are three buttons: 'Reprint VAC', 'Ballot Issued', and 'Go Back'. The 'Ballot Issued' button is also circled in red. At the bottom of the screen, there is a status bar with the text: 'BT:??? AC:Online', 'Voted: DEM 0 REP 1 NON 0 TOT 1', and '9/27/2013 4:38:17 PM'.

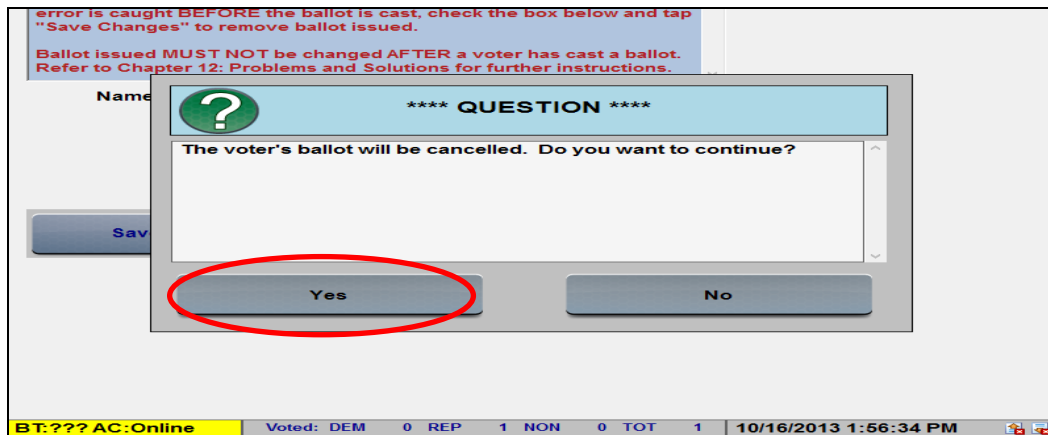
6. Tap the “Remove Ballot Issued” box in the middle of the screen. Make sure that there is a check in the box.

7. Tap the “Save Changes” button.

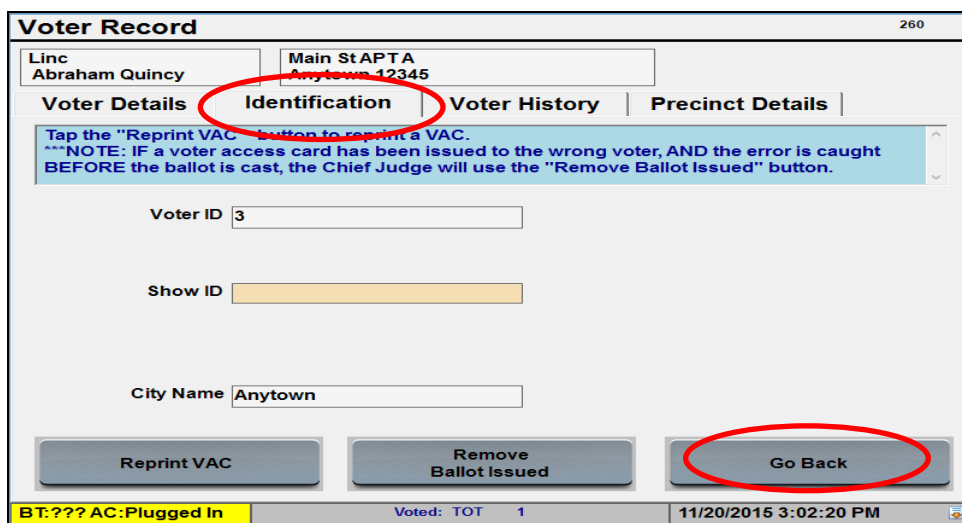
The screenshot shows a dialog box with the following text: 'If a voter access card has been issued to the wrong voter, and the error is caught BEFORE the ballot is cast, check the box below and tap "Save Changes" to remove ballot issued. Ballot issued MUST NOT be changed AFTER a voter has cast a ballot. Refer to Chapter 12: Problems and Solutions for further instructions.' Below this text is a 'Name' field with the value 'Linc, Abraham Quincy'. Below the name field, there is a checkbox labeled 'Remove Ballot Issued' which is checked. Below the checkbox, there are two buttons: 'Save Changes' and 'Cancel'. The 'Save Changes' button is circled in red. At the bottom of the screen, there is a status bar with the text: 'BT:??? AC:Online', 'Voted: DEM 0 REP 1 NON 0 TOT 1', and '10/16/2013 1:54:35 PM'.

Replacement Ballots, Reissued VACs, & Misidentified Voters

8. A pop-up box will ask if you want to continue. Tap “Yes.”



9. A “Cancelled Ballot Confirmation Stub for Voter Authority Card” will print to confirm the cancelled ballot.
 - A. Initial the confirmation stub and attach it to the cancelled VAC and/or ballot or ballot activation card.
 - B. Place the cancelled VAC in the “Cancelled VAC Envelope.”
10. The electronic pollbook will return to the “Voter Record” screen (“Identification” tab). Tap the “Go Back” button to return to the “Find Voters” screen.



Replacement Ballots, Reissued VACs, & Misidentified Voters

11. Confirm that the voter's "Issued" status is "None."

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01 /1802	Active	None	REP

Find by Name | Find by Address | Find by ID

Last Name: LINC | First Name: ABR | Middle Init.: | Zip Code: | Birth MMDD: 03/01

1 voters found.

☒ Search Precinct/EV Count
☐ Search State

Clear ALL

Return to Main

BT:??? AC:Online | Voted: DEM 0 REP 0 NON 0 TOT 0 | 10/1/2013 3:04:23 PM

- A. Proceed with the check-in process.
- B. Document the incident in the Election Day Log.

Fleeing Voters

If a voter who was issued a ballot has walked away without having cast the ballot, election judges should attempt to find the voter to finish casting the ballot.

1. When a ballot (or a printed Ballot Activation Card) **and** the Voter Authority Card (VAC) are found, a chief judge, in the presence of an election judge from a different party, shall:
 - A. Spoil the ballot as follows:
 - For regular paper ballots: Fill in all of the ovals for each contest (overvote all contests) and write "spoiled" on the ballot;
 - For Ballot Activation Cards: Use a marking pen to cover up all selections and write "spoiled" on the Ballot Activation Card.

Replacement Ballots, Reissued VACs, & Misidentified Voters

Note: Printed Ballot Activation Cards will only show the voter's selections. Therefore, all selections must be covered. Also, cover the barcode if one appears on the ballot activation card.

- B. Place the ballot into the "Spoiled Ballot Envelope."
- C. Spoil the VAC by writing "fleeing voter" across the VAC.
- D. Deposit the VAC in the "Spoiled VAC Envelope."
- E. Reset the voter's "Ballot Issue Status" in the electronic pollbook. See "Resetting a Voter's Ballot Issue Status (Chief Judge Only)" in this chapter.
- F. Record the incident in the Election Day Log.

Note: These voters are permitted to check in to vote if they return later.

2. If the voter's VAC is **not found**:

- A. Spoil the ballot as follows:
 - For regular paper ballots: Fill in all of the ovals for each contest (overvote all contests) and write "spoiled" on the ballot;
 - For Ballot Activation Cards: Use a marking pen to cover up all selections and write "spoiled" on the Ballot Activation Card.

Note: Printed Ballot Activation Cards will only show the voter's selections. Therefore, all selections must be covered. Also, cover the barcode if one appears on the ballot activation card.

- B. Place the ballot into the "Spoiled Ballot Envelope."
- C. Record the incident in the Election Day Log.

Replacement Ballots, Reissued VACs, & Misidentified Voters

Note: If these voters return to vote, the “Ballot Issue Status” in the electronic pollbook will indicate that a ballot has already been issued to the voter. These voters may only be issued a provisional ballot.

2016 Election Judges' Manual



Revised 2/16/2016

Chapter 17

Ending the Election Scanning Unit

General Instructions	17.2
Required Supplies	17.2
Closing the Polls (Chief Judges Only)	17.3
Packing the Scanning Unit.....	17.23

Ending the Election – Scanning Unit

General Instructions

All voters who are in line at 8:00 p.m. are permitted to vote.

If possible, close the door to the polling room or building behind the last voter in line. If the line extends beyond the outside entrance, try to gather voters inside the building or position an election judge at the end of the line.

As soon as the last voter has left the precinct:

End the election on the scanning unit. This is done by the two Chief Judges (or a **bipartisan** team of judges which includes a Chief Judge). It is crucial that the Scanning Unit be closed according to the steps outlined in this chapter and the VOP-D dispatched with the Black Memory Stick Security Bag containing the Rear Memory Stick and reports ***no later than 15 minutes after the last voter has left the precinct.***

If any challengers and watchers are in the polling place when the Scanning Unit is being closed, speak loudly enough for them to hear as you verify the information being recorded on the *Scanning Unit Integrity Report - Closing*.

Required Supplies

Scanning Unit key
Scanning Unit Integrity Report - Closing
New tamper tape and seals
Scissors to remove seals on outside of Scanning Unit
Black Memory Stick Security Bag
Red Memory Stick Security Bag
Chain of Custody Forms

Ending the Election – Scanning Unit

Closing the Polls (Chief Judges Only)

At the direction of the Chief Judges, the following procedures are to be completed when the last voter in the polling place has completed the voting process.

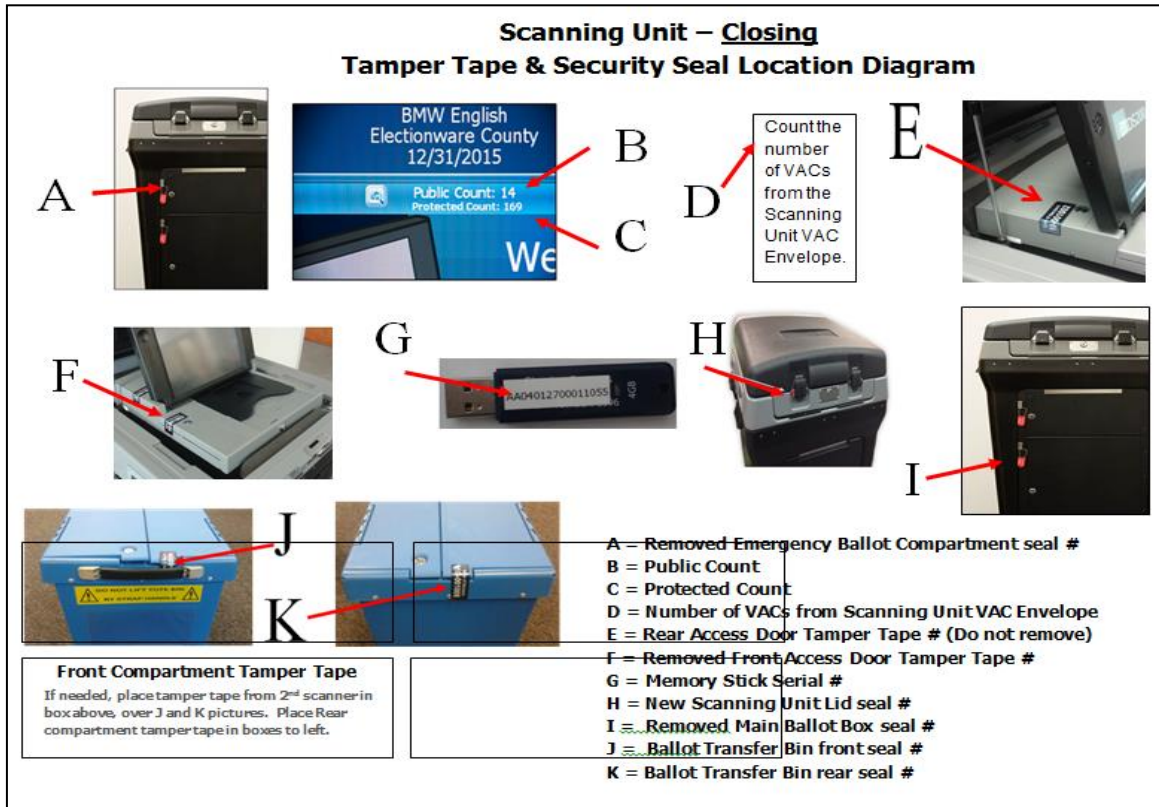
The following procedures must be done as a bipartisan team either by Chief Judges or by Voting Judges under the direct supervision of Chief Judges.

1. Obtain the *Scanning Unit Integrity Report - Closing*.

SCANNING UNIT INTEGRITY REPORT – CLOSING																																																						
2016 Presidential Election - Election Day																																																						
Local Board: <u>Montgomery</u>					Date: <u>April 26, 2016</u>																																																	
District/Precinct: _____																																																						
1. Place removed tamper tape on the back of this form. 2. Attach a Totals Report from each Scanning Unit to this report. Also post a Totals Report near the Zero Report from each Scanning Unit for public viewing.																																																						
COMPLETE ALL GREY AREAS AS NEEDED FOR EACH TABLE.																																																						
<div><div></div><table border="1"><thead><tr><th rowspan="2">Unit #</th><th>A. Removed Emergency Ballot Compartment Seal #</th><th>B. Public Count</th><th>C. Protected Count</th><th>D. Number of VACs</th><th>E. Removed Rear Access Door Tamper Tape #</th><th>F. Removed Front Access Door Tamper Tape #</th></tr><tr><th>Record</th><th>Record</th><th>Record</th><th>Record</th><th>Record</th><th>Record</th></tr></thead><tbody><tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="2">For two Scanning Units, add Boxes 1B and 2B for total public count</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table></div>										Unit #	A. Removed Emergency Ballot Compartment Seal #	B. Public Count	C. Protected Count	D. Number of VACs	E. Removed Rear Access Door Tamper Tape #	F. Removed Front Access Door Tamper Tape #	Record	Record	Record	Record	Record	Record	1							2							For two Scanning Units, add Boxes 1B and 2B for total public count																	
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	Verify		✓	Record	Record	Record	Record																																															
1	Main																																																					
	Rear																																																					
2	Main																																																					
	Rear																																																					
To the best of our knowledge, the information on this report is true and accurate.																																																						
Assisting Judge(s): _____																																																						
Chief Judge: _____ Chief Judge: _____ 1/9/2016																																																						

Front

Ending the Election – Scanning Unit



Rear

2. **Record** the security seal number on the Emergency Ballot Compartment in column **A** of the *Scanning Unit Integrity Report - Closing*.




- A. Remove the security seal on the Emergency Ballot Compartment and place it in the trash.
- B. Use the flat Scanning Unit key to unlock the Emergency Ballot Compartment.

Ending the Election – Scanning Unit

3. Open the Emergency Ballot Compartment door. Confirm that the Emergency Ballot Compartment is empty. **Beware of sharp edges.** Alert a Chief Judge if any ballots are found inside the Emergency Ballot Compartment.

The Emergency Ballot Compartment is used to store voted ballots if a Scanning Unit malfunctions during voting hours.

 Ballots that are placed into the Emergency Ballot Compartment **shall not be removed** until the last voter in line has voted at the end of the day. Under the supervision of a Chief Judge, a bipartisan team of two election judges shall remove the ballots from the compartment and insert them into the scanner.

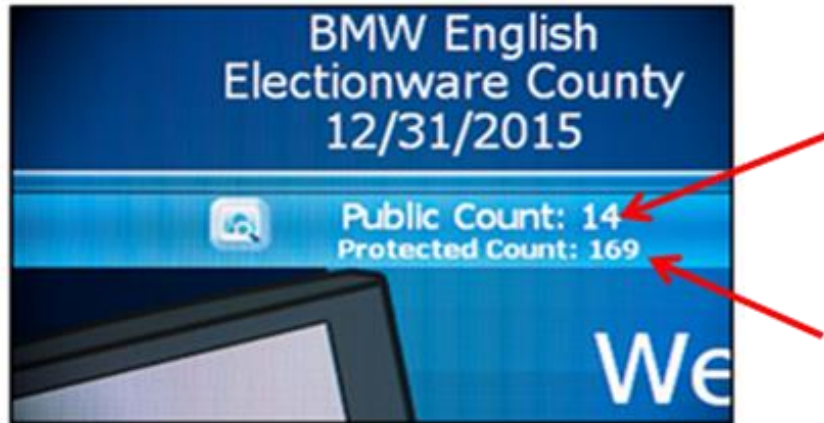


4. Close and lock the Emergency Ballot Compartment. A new security seal does not have to be applied.



Ending the Election – Scanning Unit

5. Record the Public Count and Protected Count (final vote count) numbers in columns **B** and **C** on the *Scanning Unit Integrity Report - Closing*.



6. Verify the number of the Rear Access Door tamper tape in column **E** of the *Scanning Unit Integrity Report - Closing*. Remove the tamper tape and place on the back of the report.

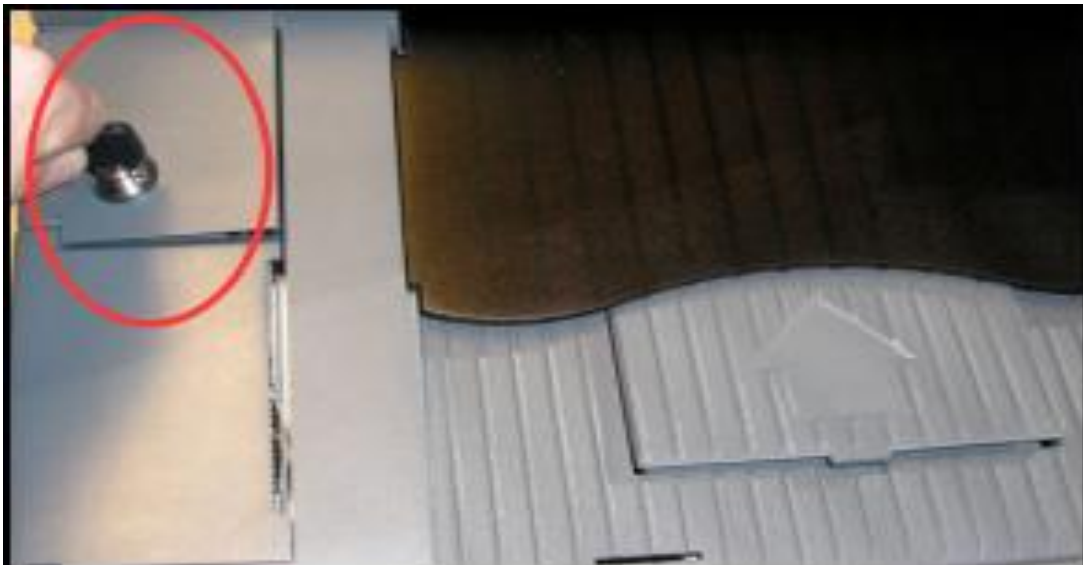


Ending the Election – Scanning Unit

7. Remove the tamper tape securing the Front Access Door, and record the tamper tape number in column **F** of the *Scanning Unit Integrity Report - Closing*. Place the removed tamper tape on the back of the report.

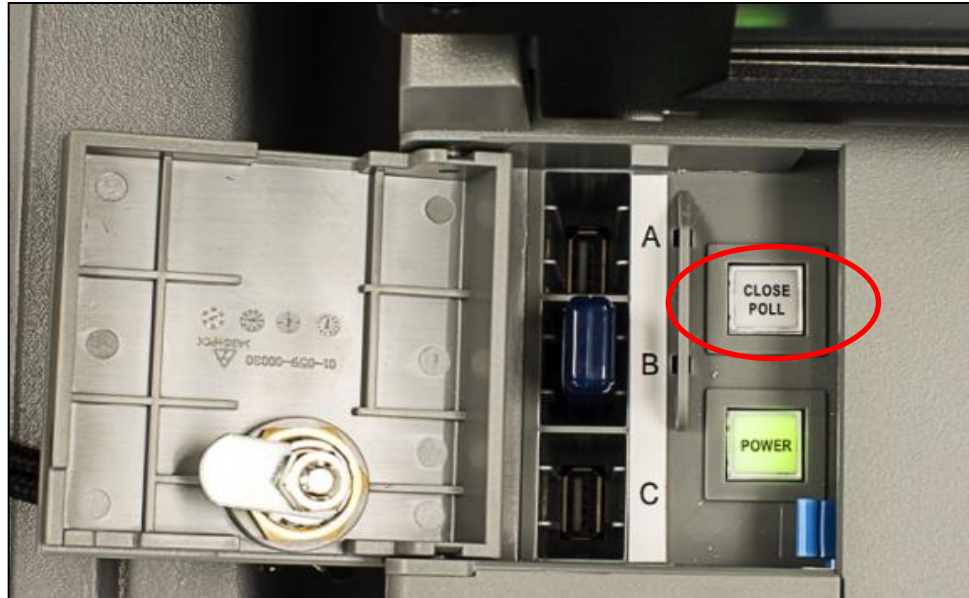


8. Use the round key to unlock and open the front access door.

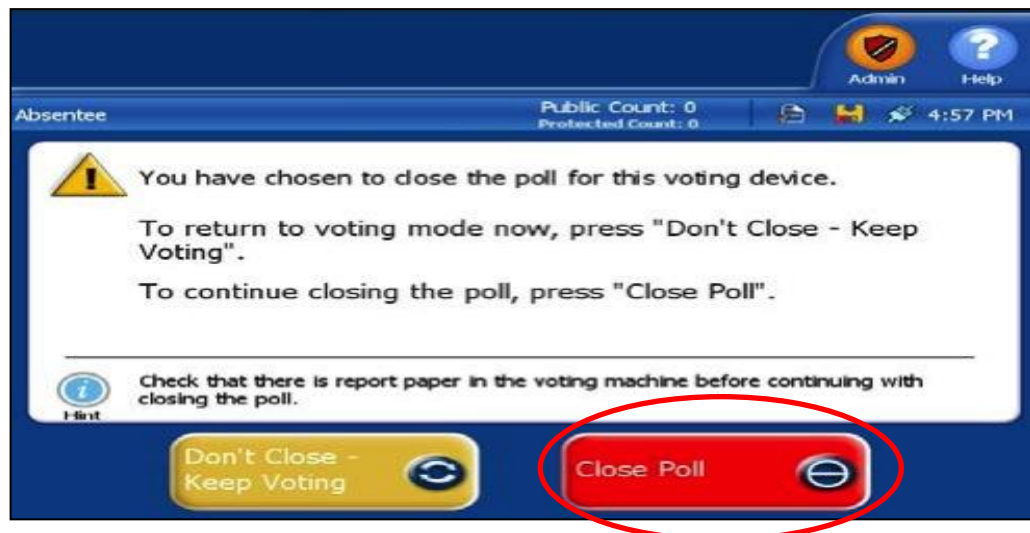


Ending the Election – Scanning Unit

9. Push and hold down the **“Close Poll”** button for a second or two and release. The button will turn red.

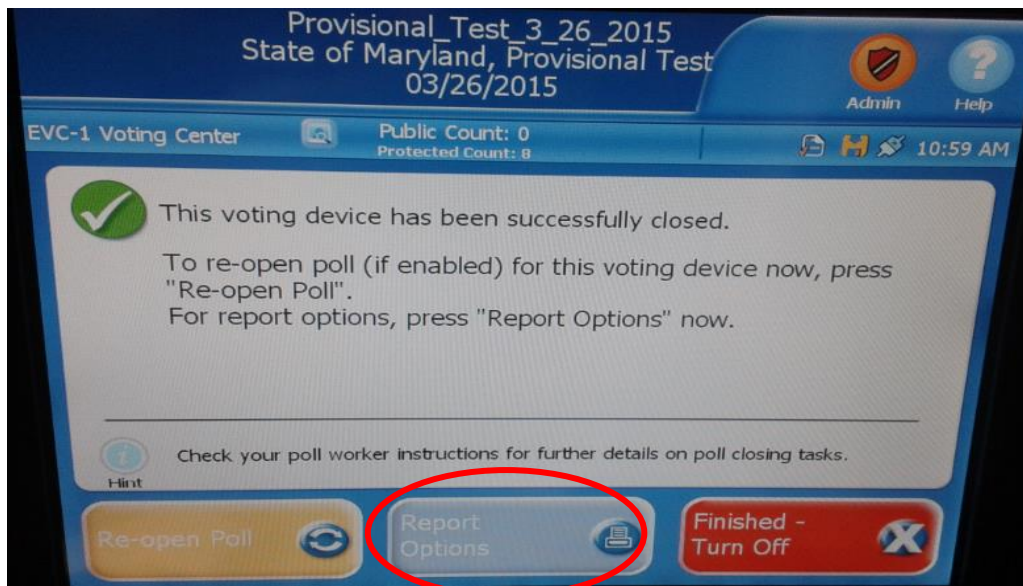


10. The Ballot Scanner display reads “You have chosen to close the poll for this voting device.” Touch **“Close Poll”** on the display screen. Two copies of the “Results Report” will print.



Ending the Election – Scanning Unit

11. Separate the reports, leaving the header (the "Ballot Status Accounting Report") attached to the first report. Both chiefs and each judge assisting with closing the scanning unit must sign the reports. Put the **first** report in the **Black** Memory Stick Security Bag. Put the **second** report in the **Red** Memory Stick Security Bag.
12. To print the third results report to post for the public, press "Report Options".



Ending the Election – Scanning Unit

13. On the next screen,

- In the “Report Type” box, press “Voting Results”
- In the “Report Format” box, press “Detailed”
- In the “Report Level” box, press “Polling Place”
- Leave all choices blank in the “Miscellaneous” box.

05-23 Marilyn J. Praisne... Public Count: 421 Protected Count: 752 3:21 PM

Please select the report to preview/print.

Report Type

- Ballot Status Accounting
- Voting Results**
- Event Log Summary
- Event Log

Report Level

- Polling Place**
- Precinct

Report Detail

- Public
- Detailed**

Miscellaneous

- Include Affidavit

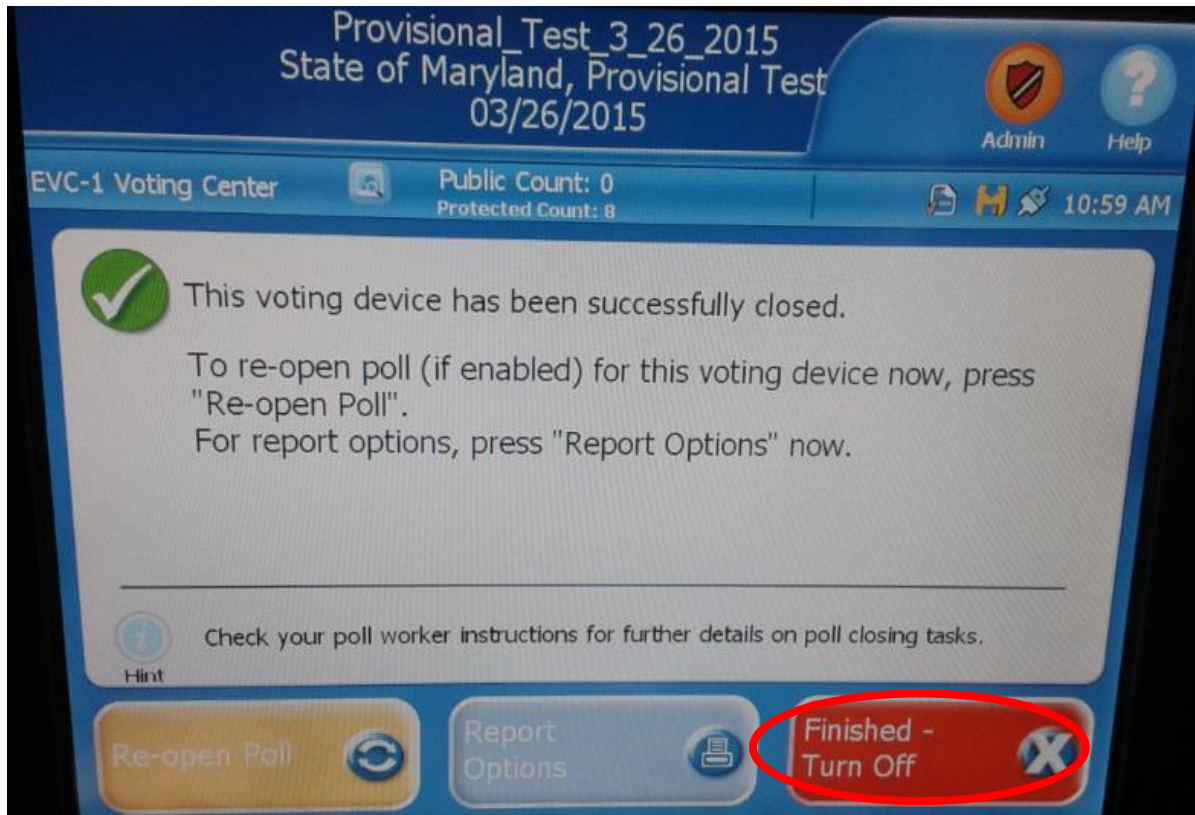
Preview Report Print Report Cancel

14. Press “Print Report”. The third report will print. Do not sign this report. Post this third Results Report next to the morning’s Zero Report for public viewing.

15. The screen reads “This voting device has been successfully closed.” Touch “**Finished – Turn Off.**” Scanning Unit powers off. **WAIT!** Do not remove the memory sticks yet.

Ending the Election – Scanning Unit

16. **IMPORTANT:** Allow all lights in the front access compartment and on the display screen to go completely dark. This process can take several minutes to complete. Unplug the Scanning Unit from the power outlet WHILE IT POWERS OFF.



17. **After the Close Poll and Power Lights have gone dark**, and after the Scanning Unit has been unplugged from the power outlet, grasp and gently pull the **Rear** Memory Stick straight out to remove it from the compartment.

Ending the Election – Scanning Unit



18. Verify the Rear Memory Stick serial number in column **G** of the *Scanning Unit Integrity Report -- Closing*.



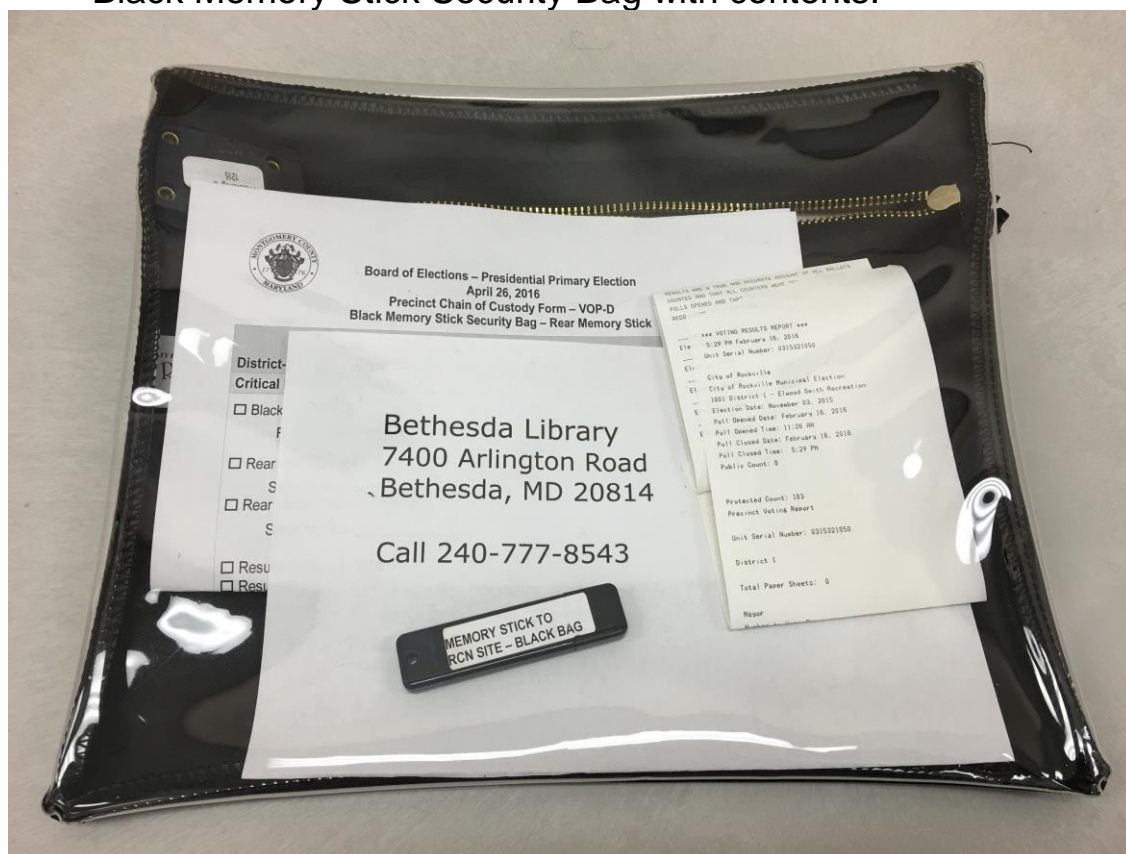
Immediately put the memory stick in the **Black Memory Stick Security Bag** (with the first results report). Seal the bag. Complete the ***Precinct Chain of Custody Form – VOP-D*** with

Ending the Election – Scanning Unit

the Voting Operations Judge (VOP-D) assigned to transport the memory stick.

! Ensure the VOP-D leaves as soon as possible.

Black Memory Stick Security Bag with contents:



Ending the Election – Scanning Unit



**Board of Elections – Presidential Primary Election
April 26, 2016
Precinct Chain of Custody Form – VOP-D
Black Memory Stick Security Bag – Rear Memory Stick**

District-Precinct: _____

Critical Materials

☐ Black Memory Stick Security Bag

Red Seal Number _____

☐ Rear Memory Stick – Scanner 1

Serial Number _____

☐ Rear Memory Stick – Scanner 2

Serial Number _____

☐ Results Tape – Scanner 1

☐ Results Tape – Scanner 2

**Leave with Black Memory Stick Security Bag as soon as practicable.
Go directly to BOE-assigned location accepting Memory Sticks.**

Relinquished By:

Chief Judge

Chief Judge

Received By:

Voting Operations Judge Driver (VOP-D)

Time Received by VOP-D

Time Received by BOE: _____

Memory Stick and Results Tape received and Black Bag Seal verified by: _____

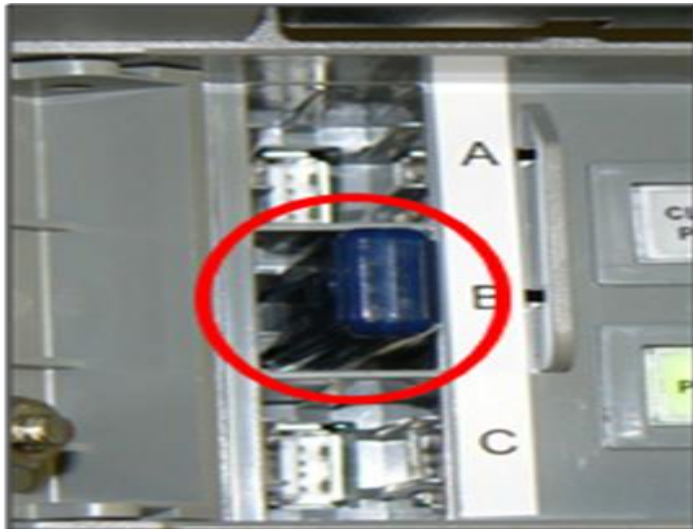
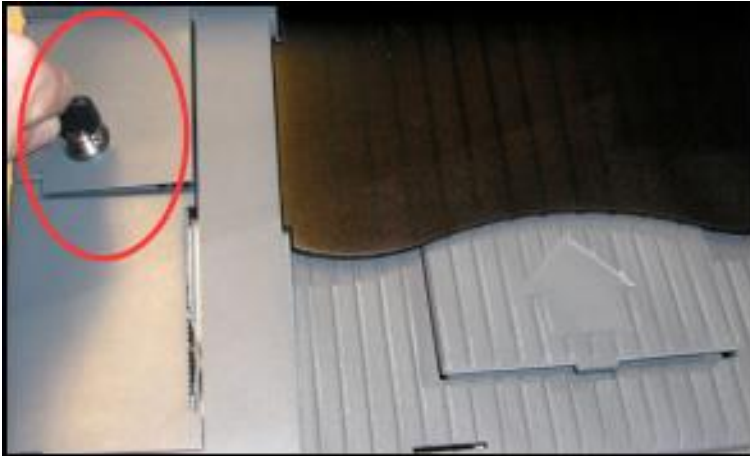
Pink copy to Chiefs. Yellow copy to VOP-D.

VOP-D: **Keep form easily accessible-in hand. Hand to BOE official during Election Night drop off. BOE will retain original and return yellow copy to VOP-D.**

(2/11/16)

Ending the Election – Scanning Unit

19. Close and lock the rear access door. Do not apply new tamper tape.
20. Use the round key to unlock and open the front access door. Grasp and gently pull the **Front** Memory Stick straight out to remove it from the compartment.

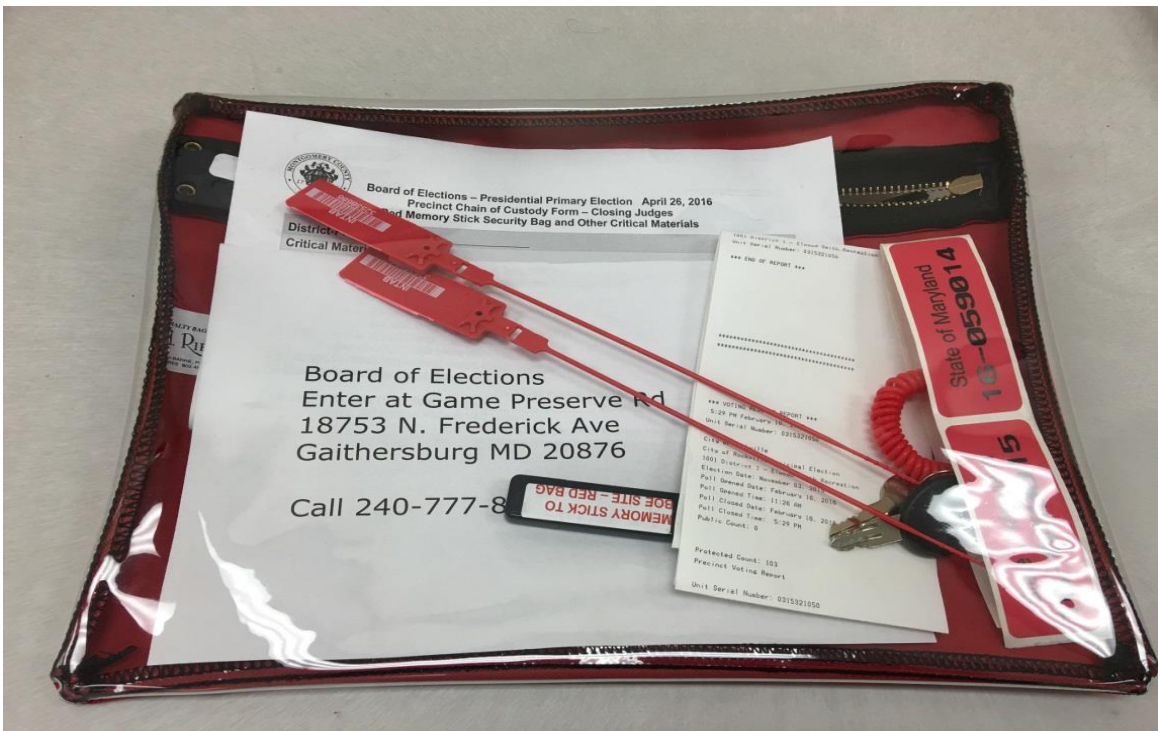


Ending the Election – Scanning Unit

21. Verify the **Main Memory Stick** serial number in column **G** of the *Scanning Unit Integrity Report -- Closing*. Put the memory stick in the **Red Memory Stick Security Bag** (with the second results report). Do **NOT** seal the bag at this point. (Seal the bag later with its other required contents, after completing the *Closing Summary Report* and the *Precinct Chain of Custody Form – Closing Judges*)

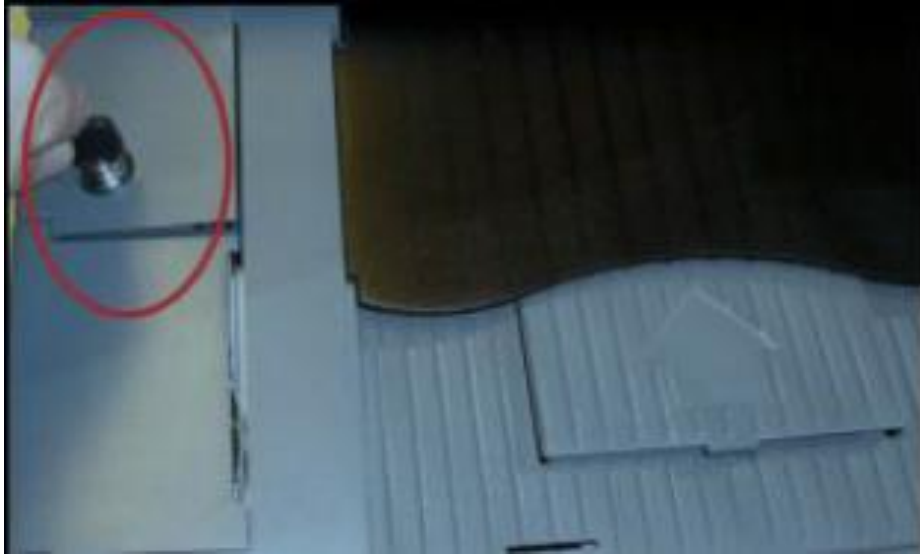


Red Memory Stick Security Bag with Contents:



Ending the Election – Scanning Unit

22. Close and lock the front access door. Do not apply new tamper tape.



23. Gently lower the display screen and lock the screen into place.



Ending the Election – Scanning Unit

24. Carefully lower the lid while holding the latches and lock the lid.



25. Attach a new security seal to the Scanning Unit lid. Record the new seal number in column **H** of the *Scanning Unit Integrity Report – Closing*.

Ending the Election – Scanning Unit



26. **Record** the security seal number of the Main Ballot Box in column **I** of the *Scanning Unit Integrity Report - Closing*. Remove seal and discard.



27. Use the Scanning Unit key to unlock the Main Ballot Box.

Ending the Election – Scanning Unit

28. Reach inside the Main Ballot Box to close the lid on the Ballot Transfer Bin. Use the strap handle to remove the Ballot Transfer Bin.

A. Check that all ballots are inside the Ballot Transfer Bin.

B. Check inside the Main Ballot Box for any loose ballots. Place any loose ballots found inside the Main Ballot Box into the Ballot Transfer Bin.



29. Close the lid on the Ballot Transfer Bin. Note that the lid has a “tongue-in-groove” fit. Make sure the right side of the lid is inserted into the metal bracket in the middle of the left side of the lid. The lid sits flat when closed properly.



Ending the Election – Scanning Unit

30. Close and use the flat key to lock the Main Ballot Box. Do not apply a new security seal.

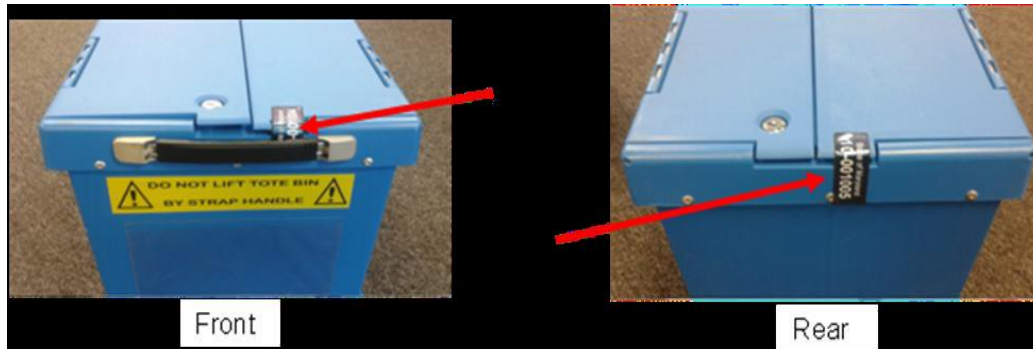


31. Use the flat key to lock both locks on the Ballot Transfer Bin.



Ending the Election – Scanning Unit

32. Apply tamper tape on the front and rear of the Ballot Transfer Bin lid. Record the tamper tape numbers in columns **J** and **K** of the *Scanning Unit Integrity Report - Closing*.



33. Extend the roller handle and lift the handle to shift the weight of the Ballot Transfer Bin to the rear wheels.

34. Roll the Ballot Transfer Bin to a secure location in the polling place, with the other Ballot Transfer Bin(s). The other Ballot Transfer Bins will either be already sealed (if filled earlier in the day) or unsealed and empty. Lock and apply tamper tape to any bin that is empty. All Ballot Transfer Bins must remain locked and sealed for transport to the local board of elections office later in the evening by the Ballot Bin Transfer Team. Complete the ***Precinct Chain of Custody Form, Blue Ballot Transfer Bins***.



Ending the Election – Scanning Unit

35. Count the number of VACs from the Scanning Unit VAC Envelope.
 - a. Record the total number of VACs onto the VAC Worksheet and the VAC box sticker;
 - b. Place the VAC's in the VAC Box for return to the board of elections;
36. Record the number of VACs in column **D** on the *Scanning Unit Integrity Report – Closing* and the *Closing Summary Report*.

Packing the Scanning Unit

1. Pack the power cord with the grey surge suppressor into the back compartment of the Scanning Unit. Close and lock the back compartment door.



2. Release the parking brakes by tapping vertical metal tabs upward with toe. **Caution: The metal tabs are sharp.**

Ending the Election – Scanning Unit



3. Three election judges roll the Scanning Unit into the Equipment Transfer Cart using the ramps provided for return to the local board of elections.



2016 Election Judges' Manual



Revised 2/16/16

Chapter 18

Forms

Samples of forms to be completed by Election Judges

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Forms

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Forms

Affidavit for Challenger & Challenged Voter

State of Maryland	
Affidavit for Challenger & Challenged Voter	
<p>Under § 10-312 of the Election Law Article, an individual may challenge another individual's right to vote only on the basis of the individual's identity. If the challenged voter is unable to present one of the required forms of identification, the challenger must complete Part I of this form, and the challenged voter must complete Part II. A chief judge must witness the challenger and the challenged voter signing the affidavit and may provide additional information in Part III.</p>	
Part I: Affidavit by Challenger	
Name of Challenger: _____	
Street Address: _____	
City: _____	State: _____ Zip _____
Telephone Number _____	Date of Birth _____
Name of voter whose identity is being challenged: _____	
Why do you believe that the voter named above is not whom he or she claims to be? Be specific.: _____ _____ _____	
I do solemnly swear or affirm under penalties of perjury that the information provided in this affidavit is true.	
_____ Signature of Challenger	_____ Date
Witnessed by: _____ Name of Chief Judge (please print)	_____ Signature of Chief Judge
Part II: Affidavit of Challenged Voter	
Name of Voter: _____	Date of Birth: _____
Provide any information that would help the local board of canvassers in making a determination about this challenge: _____ _____ _____	
I do solemnly swear or affirm under penalties of perjury that I am the voter whose name appears above.	
_____ Signature of Voter	_____ Date
Witnessed by: _____ Name of Chief Judge (please print)	_____ Signature of Chief Judge
Part III: Chief Judge Section Only – If you have any information that would be helpful to the local board of canvassers in making a determination about this challenge, please provide in the space below. _____ _____	

Forms

Ballot Certificate – Opening and Closing

BALLOT CERTIFICATE – OPENING AND CLOSING 2016 Presidential Primary Election – Election Day

County: Montgomery

Date: April 26, 2016

District/Precinct: _____

OPENING INFORMATION

Monday night: verify security seals are intact and match the numbers below.
Apply new tamper tape to bins and record numbers below.

Ballot Bin #		Security Seal #	Verify	New Tamper Taper #
#1	rear			
	front			
#2	rear			
	front			
#3	rear			
	front			
#4	rear			
	front			

Before polls open, verify you received the number of ballots packs indicated below. If you cannot verify a number on this list, alert your chief judge and notify the Election Office immediately. Check and initial to confirm.

Ballot Bin#	Ballot Style #	# of Ballot Packs at Opening	# Ballots (Packs x 25)	✓ Verify Correct # of Ballot Packs	Initial
	Blank BACs				

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

Assisting Election Judge(s) _____

Chief Judge _____

Chief Judge _____

CLOSING INFORMATION

When polls close, count the number of remaining unvoted ballots and the number of spoiled ballots. Use the Spoiled Ballot Log to determine the number of spoiled ballots. Enter the numbers below.

Remaining UNVOTED Ballots at Closing			Total SPOILED Ballots at Closing	
Ballot Style #	Remaining unvoted ballots	Initial	Ballot Style #	# Spoiled
BACs			BACs	
Total			Total	

All unvoted ballots have been accounted for and are being stored in a secure manner according to instructions from the Board of Elections.

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

Assisting Election Judge(s) _____


Chief Judge _____

Chief Judge _____

Revised 1/18/2016

Forms

Ballot Marking Device (BMD) Integrity Report, front and back

State of Maryland 

BALLOT MARKING DEVICE (BMD) INTEGRITY REPORT
OPENING AND CLOSING
 2016 Presidential Election

County: Montgomery County Date: April 26, 2016

District/Precinct: _____

Place ALL tamper tape removed during opening and closing from the BMD on the back of this form.

REMEMBER: IF ANY tamper tape is removed from the BMD DURING voting hours, remember to attach the removed tamper tape to the "Tamper Tape/Security Seal Removal Report" and explain why the tamper tape was removed.

BMD Unit #	OPENING			CLOSING
	A.	B.	C.	D.
	BMD Serial # Verify <input type="checkbox"/>	Side compartment tamper tape # at opening Verify <input type="checkbox"/>	New side compartment tamper tape # at opening Record	Record and remove side compartment tamper tape #. Do not replace tamper tape. Record
1				
2				
3				
4				


To the best of our knowledge, the information on this report is true and accurate.

Judge(s) Assisting at Opening: _____

Judge(s) Assisting at Closing: _____

Chief Judge: _____ Chief Judge: _____

Revised: 12/15/2015



Side compartment tamper tape location.

	OPENING	CLOSING
BMD Unit 1:	Place side compartment tamper tape at opening here.	Place side compartment tamper tape at closing here.
BMD Unit 2:	Place side compartment tamper tape at opening here.	Place side compartment tamper tape at closing here.
C		
BMD Unit 3:	Place side compartment tamper tape at opening here.	Place side compartment tamper tape at closing here.
BMD Unit 4:	Place side compartment tamper tape at opening here.	Place side compartment tamper tape at closing here.

Forms

Cart Integrity Report

CART INTEGRITY REPORT 2016 Presidential – Election Day																																																											
Local Board: <u>Montgomery</u>			Date: <u>April 26, 2016</u>																																																								
Precinct: _____																																																											
BEFORE OPENING THE POLLS: Voting equipment and ballots were secured on the following polling place cart(s):			<table border="1"><thead><tr><th>CART #</th><th>SECURITY SEAL #</th><th>VERIFY <input checked="" type="checkbox"/></th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>			CART #	SECURITY SEAL #	VERIFY <input checked="" type="checkbox"/>																																																			
CART #	SECURITY SEAL #	VERIFY <input checked="" type="checkbox"/>																																																									
Complete All Grey Areas as Needed																																																											
Record all security seal removal events from carts in below table. Place all removed tamper tape on back of this report.																																																											
<table border="1"><thead><tr><th>CART #</th><th>SECURITY SEAL # REMOVED</th><th>NEW SECURITY SEAL</th><th>REASON FOR SECURITY SEAL REMOVAL</th><th colspan="2">Chief Judges' Initials</th></tr><tr><th>Record</th><th>Record</th><th>Record</th><th>Record</th><th>Rep/Oth</th><th>Dem/</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	CART #	SECURITY SEAL # REMOVED	NEW SECURITY SEAL	REASON FOR SECURITY SEAL REMOVAL	Chief Judges' Initials		Record	Record	Record	Record	Rep/Oth	Dem/																																															
CART #	SECURITY SEAL # REMOVED	NEW SECURITY SEAL	REASON FOR SECURITY SEAL REMOVAL	Chief Judges' Initials																																																							
Record	Record	Record	Record	Rep/Oth	Dem/																																																						

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

_____ Chief Judge	_____ Chief Judge
----------------------	----------------------

Forms

Challenger & Watcher Certificate

State of Maryland Challenger & Watcher Certificate

Part I – Instructions and Information

Instructions to Designating Candidate or Entity: You may designate a Maryland registered voter as a challenger and watcher if you are: (a) a candidate; (b) a political party; or (c) any other group of voters supporting or opposing a candidate, principle, or proposition on the ballot. (To be eligible, the group of voters must form a political committee under section 13-207 of the Election Law Article.)

Before designating any individuals, please read the State Board of Elections' Instructions and Information for Challengers, Watchers, and Other Election Observers (available at www.elections.state.md.us/get_involved/index.html). Please provide the State Board's instructions to any individual you designated as a challenger and watcher.

Instructions to Challenger and Watcher: Please read the State Board of Elections' Instructions and Information for Challengers, Watchers, and Other Election Observers (available from your designating candidate or entity or at the website listed above). You must have this certificate when you are acting as a challenger or watcher; you will not be permitted to remain in the voting area without a signed certificate. Give an extra copy of this signed certificate to the election judges when you arrive at an early voting center or polling place.

As a challenger and watcher, you have the right to:

- Enter the voting area at least (but no later than) 30 minutes before voting hours begin;
- Enter or be present in the voting area at any time during voting hours;
- Remain in the voting area until all post-voting tasks have been completed and the election judges leave the voting area;
- Maintain a list of registered voters who have cast a ballot or individuals who have cast provisional ballots;
- Enter and leave the voting area to take outside information that identifies individuals who have cast ballots; and
- Be positioned near the election judges so that you may see and hear each voter as the voter checks in to vote.

You cannot attempt to: (a) determine how a voter voted or intends to vote; (b) talk with any voter in the voting area; (c) assist any voter in voting; (d) physically handle an original election document or equipment; (e) interfere with the election process or impede a voter's access to election judges; or (f) use a cell phone, laptop or other electronic equipment in a voting area.

You may be removed by an election judge if you do not follow an election judges' order or attempt a prohibited act.

Part II – Certificate Designating Challenger and Watcher

I/We certify that _____ has designated _____, a

Name of Designating Candidate or Entity

Name of Challenger/Watcher

registered voter, to act as a challenger or watcher for the ☐ 20__ Primary Election OR ☐ 20__ General Election.

(check only one)

This individual will act in this capacity ☐ on election day (complete Part A) and/or ☐ during early voting (complete Part B).

(check all that apply)

Part A: I/We designate this individual as a Challenger or Watcher for the following precinct(s) on election day:

District/Precinct or Ward/Precinct	Name of County or Baltimore City

Part B: I/We designate this individual as a Challenger or Watcher on the following days and at the following early voting locations:

Early Voting Dates	Name of Early Voting Center	Name of County or Baltimore City

Signature of Designating Candidate or Officer of Designating Entity

Office Sought by Candidate

Date

Forms

Closing Summary Report – Election Day

CLOSING SUMMARY REPORT – Election Day

County: Montgomery

Date: April 26, 2016

District/Precinct: _____

Complete All Grey Areas

BALLOTS ISSUED

1. Regular Ballots Issued From Electronic Pollbook Ballot Counts Report – Net Regular Issued	
2. Provisional Ballots Issued From Electronic Pollbook Ballot Counts Report – Net Provisional Issued	
3. TOTAL BALLOTS ISSUED (1 + 2)	

BALLOTS CAST

4. Regular Ballots Cast From Public Count(s) on Scanning Unit Integrity Report - Closing	
5. Provisional Ballots Cast From Provisional Ballot Closing Certificate	
6. TOTAL BALLOTS CAST (4 + 5)	

SPOILED BALLOTS

7. Total Spoiled Ballots and Ballot Activation Cards From Ballot Certificate -- Closing	
8. Total Spoiled Provisional Ballots From Provisional Ballot Closing Certificate	
9. TOTAL SPOILED BALLOTS (7 + 8)	

BALLOTS USED

10. TOTAL BALLOTS USED (6 + 9)	
---------------------------------------	--

VOTER AUTHORITY CARDS (VACs)

11. Total VACs from Scanning Unit(s) From column D on Scanning Unit Integrity Report - Closing	
12. Total Provisional VACs From Provisional Ballot Closing Certificate	
13. TOTAL VACS (11 + 12)	

14. Total Cancelled VACs From Cancelled VAC Envelope	
--	--

To the best of our knowledge, the information on this page is true and accurate.
Lines 1, 4, and 11 should be equal. If not, note and explain if possible in Chief Judge Log

CHIEF JUDGE

CHIEF JUDGE

Rev. 1/9/2016

Forms

Chief Judge Election Day Log

Chief Judge Election Day Log

Directions: Enter irregularities associated with voting (e.g. pollbook, screen froze, had to scanning unit, etc.). Enter events not directly associated with voting (media visit, ill voter was required ambulance or police). Enter events that may require explanation after the election. Enter events a voter may complain about after the election. If appropriate, explain how the issue was resolved.

Time Incident Occurred	Description of Incident and Resolution	Chief Judge Initials	Staff or Witness
AM			
PM			
AM			
PM			
AM			
PM			
AM			
PM			
AM			
PM			
AM			
PM			
AM			
PM			
AM			
PM			
AM			
PM			
AM			
PM			

Forms

Chief Judge Canceled VAC Log

Chief Judge Canceled VAC Log: 2016

Directions:

1. Write "canceled" on the original Voter Authority Card and attach to the canceled confirmation stub.
2. Record the information from the canceled Voter Authority Card on this log and explain why the card was canceled.
3. Place the canceled VAC and its confirmation slip into the Problem VAC Envelope, located in the Red Document Folder.

Voter Name (Last Name, First Name)	Voter ID #	Reason for Canceled Ballot (i.e., wrong voter selected, voter issued standard ballot needed provisional, voter issued provisional needed standard ballot, voter fled, etc.)	Original VAC's EPB#

Forms

Electronic Pollbook Integrity Report

State of Maryland 

Electronic Pollbook Integrity Report

District/Precinct:

County: Montgomery

Date: April 26, 2016

Judges must:

- Complete the Opening section below. Remember to **print and sign the Zero Reports** from each pollbook and attach them to this form **BEFORE** the polls open.
- Verify and record information about having to remove the Inner Seal during the day, if necessary.
- Complete the Closing section. Remember to print and sign the Totals Report from one poll book and attach it to this form.

Remember: Chief Judges must sign this form AFTER the polls close.

	OPENING				DURING		CLOSING	
	1	2	3	4		5	6	7
Pollbook ID #	Outer Seal # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Inner Seal # (on top lid of pollbook)	Verify inner seal was intact when polls opened (initial)		If Inner Seal was removed during the day, please record reason here. If more room is needed use back of this page.	New Inner Seal #	New Outer Seal # (applied to storage case at closing)
	VERIFY	VERIFY	VERIFY	REP/OTH	DEM	RECORD	RECORD	RECORD
#1								
#2								
#3								
#4								
#5								
#6								

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

CHIEF JUDGE

CHIEF JUDGE

Rev. 12/14/2016

Forms

Key Concerns Checklist, front page

2016 Presidential Primary Election Key Concerns Checklist	
Complete front and back of this form.	
A. Before 7:00 AM Please check the box and initial where indicated when task is completed.	<u>Initial</u>
<input type="checkbox"/> Telephone turned on and/or plugged in	_____
<input type="checkbox"/> Zero reports printed from scanning units and posted	_____
<input type="checkbox"/> BMD audio functioning	_____
<input type="checkbox"/> Signs placed	_____
<input type="checkbox"/> Confirmed that accessible entrance is working	_____
<input type="checkbox"/> Called Board of Elections (240-777-8543) - ready to open	_____
B. When Opening the Polls at 7:00 AM Please check the box and initial where indicated when task is completed.	<u>Initial</u>
<input type="checkbox"/> Gave Wait Time Card to last voter in line at 7:00 AM	_____
<input type="checkbox"/> Recorded time Wait Time Card arrives at check-in table	_____
Copy here from card: Time given to voter (7:00 AM)	_____
Time of arrival at check-in	_____
# of voters already checked in	_____
C. At 11:00 AM Please check the box and initial where indicated when task is completed.	<u>Initial</u>
<input type="checkbox"/> Posted 11:00 AM Unofficial Turnout Report	_____
C. At 4:00 PM Please check the box and initial where indicated when task is completed.	<u>Initial</u>
<input type="checkbox"/> Posted 4:00 PM Unofficial Turnout Report	_____
(1/11/16)	

Forms

Key Concerns Checklist, back page

D. When Closing the Polls at 8:00 PM

Please check the box and initial where indicated when task is completed.

Initial

- | | |
|---|-------|
| <input type="checkbox"/> Closed all electronic pollbooks | _____ |
| <input type="checkbox"/> Completed Electronic Pollbook Integrity Report | _____ |
| <input type="checkbox"/> Completed Chain of Custody for Blue Ballot Transfer Bins | _____ |
| <input type="checkbox"/> Closed all Ballot Marking Devices | _____ |
| <input type="checkbox"/> Closed all scanning units | _____ |
| <input type="checkbox"/> Completed Scanning Unit Integrity Report | _____ |
| <input type="checkbox"/> Completed Voter Authority Card Box Stickers | _____ |
| <input type="checkbox"/> Completed Voter Authority Card Worksheet | _____ |
| <input type="checkbox"/> Posted totals reports from all scanning units | _____ |
| <input type="checkbox"/> Completed Provisional Ballot Closing Certificate | _____ |
| <input type="checkbox"/> Completed Closing Summary Report | _____ |
| <input type="checkbox"/> Completed Chain of Custody for Black Memory Stick Security Bag | _____ |
| <input type="checkbox"/> Completed Chain of Custody for Red Memory Stick Security Bag | _____ |
| <input type="checkbox"/> Completed Chain of Custody for Blue Ballot Transfer Bins | _____ |
| <input type="checkbox"/> Completed Cart Integrity Report | _____ |

E. Concerns at Polling Place

Record detailed information on any issues or concerns in the Chief Judge Log.

- | | | |
|--|------------------------------|-----------------------------|
| Was the polling place clean and sufficiently lighted? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Were there any concerns about parking or traffic? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Were there any complaints about aggressive electioneering? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Was the polling place spacious enough for proper set-up? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Did you have enough electrical outlets? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Did the telephone issued by the Board work properly? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Was a Building Service representative present during voting hours? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Were Challengers & Watchers present during the day? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Did the League of Women Voters "Polling Place Support Program" | | |
| volunteer meet with you during the day? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Was your roamer helpful and responsive? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Was the Board's call center helpful and responsive? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Did you have a line more than 30 minutes long at any time? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

(1/8/16)

Forms

Polling Room Sign-In, front

District/Precinct _____			
Polling Room Sign-in			
<u>Mandatory for all Persons Entering the Polling Room</u>			
Presidential Primary Election			
April 26, 2016			
Use reverse for other visitors			
Position	Name	Time	
Technical Staff	_____	_____	
	_____	_____	
	_____	_____	
Board of Elections Board Member	_____	_____	
	_____	_____	
	_____	_____	
Challengers/Watchers			
Name	Designated By	Time In	Time Out
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Forms

Polling Room Sign-In, back

Polling Room Sign-in		
<u>Mandatory for all Persons Entering the Polling Room</u>		
Presidential Primary Election		
April 26, 2016		
Use this page (2) for Unofficial Election Day Visitors/Observers.		
(Candidates, Foreign Dignitaries, Media and all Others)		
Use reverse for official visitors		
Name	Representing	Time

Forms

Precinct Chain of Custody, Blue Ballot Transfer Bins



**Board of Elections – Presidential Primary Election
April 26, 2016
Precinct Chain of Custody Form, Blue Ballot Transfer Bins**

District-Precinct: _____

Blue Ballot Transport Bin #1 is sealed with Seal #s:

Blue Ballot Transport Bin #2 is sealed with Seal #s:

Blue Ballot Transport Bin #3 is sealed with Seal #s:

Blue Ballot Transport Bin #4 is sealed with Seal #s:

Relinquished By:

Chief Judge

Chief Judge

Received By:

Ballot Bin Transport Team Member 1

Ballot Bin Transport Team Member 2

Time Received by BOE: _____

Ballot Transport Bins received and seals verified by: _____

Pink copy to Chiefs. Yellow copy to Transport Team Members

Closers: Keep form easily accessible in hand. Hand to BOE official during Election Night drop off. BOE will retain original and return yellow copy to CLOSERS.

(1/8/18)

Forms

Precinct Chain of Custody Form for Black Memory Stick Security Bag



**Board of Elections – Presidential Primary Election
April 26, 2016
Precinct Chain of Custody Form – VOP-D
Black Memory Stick Security Bag – Rear Memory Stick**

District-Precinct: _____

Critical Materials

☐ Black Memory Stick Security Bag

Red Seal Number _____

☐ Rear Memory Stick – Scanner 1

Serial Number _____

☐ Rear Memory Stick – Scanner 2

Serial Number _____

☐ Results Tape -- Scanner 1

☐ Results Tape – Scanner 2

**Leave with Black Memory Stick Security Bag as soon as practicable.
Go directly to BOE-assigned location accepting Memory Sticks.**

Relinquished By:

Chief Judge

Chief Judge

Received By:

Voting Operations Judge Driver (VOP-D)

Time Received by VOP-D

Time Received by BOE: _____

Memory Stick and Results Tape received and Black Bag Seal verified by: _____

Pink copy to Chiefs. Yellow copy to VOP-D.

VOP-D: **Keep form easily accessible in hand. Hand to BOE official during Election Night drop off. BOE will retain original and return yellow copy to VOP-D.**

(2/11/16)

Forms

Precinct Chain of Custody Form for Red Memory Stick Security Bag



**Board of Elections – Presidential Primary Election April 26, 2016
Precinct Chain of Custody Form – Closing Judges
Red Memory Stick Security Bag and Other Critical Materials**

District-Precinct: _____	
Critical Materials	
<input type="checkbox"/> Red Memory Stick Security Bag (Red Seal Number) _____ Containing: <ol style="list-style-type: none"> 1. Memory Stick(s) from Scanning Unit(s), front compartment Memory Stick 1 serial number _____ Memory Stick 2 serial number _____ 2. Results Tape(s) from Scanning Unit(s) 3. Keys, passwords, remaining security seals/tape 	
<input type="checkbox"/> Total number of Pollbooks _____ Number of sets of power bricks and cords _____	
<input type="checkbox"/> Orange (locked) Provisional Voted Ballot Transfer Bag(s)	
<input type="checkbox"/> Orange Provisional Ballot Supply Bag	
(Red Seal Number) Bag 1: _____ Bag 2: _____	
<input type="checkbox"/> Red Chief's Bag (Red Seal Number) _____ Includes the items below <ul style="list-style-type: none"> ▪ Sorted and counted VACs in VAC boxes ▪ Red Document Folder (Includes Payroll sheet, Electronic Pollbook Integrity Report, Ballot Certificate, Provisional Ballot Certificates and Tally Sheet, Scanning Unit Integrity Reports, BMD Integrity Reports, Closing Summary Report, VAC Worksheet) ▪ Document Jacket (Brown Accordion Folder) ▪ Extended Hours Envelope (unopened) 	
Non-Critical Materials	
<input type="checkbox"/> Printer Case(s) (Includes Printers, Power bricks/cords, Hubs and USB cables)	
Refer to "Closing the Polls" sections of the Red Bag and Document Jacket Checklists for complete list of contents.	
Relinquished By:	
_____ Chief Judge	_____ Chief Judge
Received By:	
_____ Closing Judge	_____ Closing Judge
Time Received by BOE: _____ Memory Stick and Results Tape received and Red Security Bag Seal verified by: _____	

Pink copy to Chiefs. Yellow copy to Closers.

Closers: **Keep form easily accessible in hand. Hand to BOE official during Election Night drop off. BOE will retain original and return yellow copy to CLOSERS.**

(2/11/16)

Forms

Precinct Unofficial Turnout Report

Precinct Unofficial Turnout Report REPORTAJE NO-OFICIAL DE VOTACIÓN

(Post for Public Viewing)

Primary Election
Elecciones Primarias

General Election
Elecciones Generales

District/Precinct
Distrito/Precinto

At 11:00 AM and 4:00 PM

Print the ***Consolidated Voter Counts Report***
from one pollbook and attach here.

Directions for printing report:

1. Tap "**Return to Main**" button
2. Tap the "**Manage System**" tab (top right)
3. Tap the "**Reports**" in the middle of the screen
4. Tap "**Print Voter Counts Report**" button

Forms

Provisional Ballot Application

Part 1 - Voter Information							
1	Are you at least 16 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answer NO to either question, do not complete this form.						
2	Check boxes that apply and complete Items 3-10. <input type="checkbox"/> New Registration <input type="checkbox"/> Name Change <input type="checkbox"/> Address Change <input type="checkbox"/> Party Affiliation Change						
3	Last Name	First Name		Middle	Suffix		
4	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	5	Birth Date:		Month	Date	Year
6a	MARYLAND Driver's License or MVA ID Number MANDATORY (If you have neither see instructions)						
6b	Social Security Number (last 4 digits)		6c	<input type="checkbox"/> Check here if you do not have either a current, valid Maryland driver's license / MVA ID card or a Social Security Number			
7	Maryland Residence Address:	Street Number	Street Name	Apt. No.	City or Town	Zip Code	County
8	Mailing Address (if different from Item 7)						
9	Party (check one): <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other - Specify _____						
10	CONTACT INFORMATION						
	Daytime Phone:			Email (optional):			
Part 2 - Ballot Information							
1	Pick the election: <input type="checkbox"/> Primary Election <input type="checkbox"/> General Election						
2	If this is a primary election, pick the ballot you want to vote. • Your ballot should match the party you selected in Part 1. If you pick a ballot for another party, your ballot will be rejected. • If you select "Unaffiliated or Other," your ballot will only have non-partisan offices (for example, school board). <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Unaffiliated or Other						
Part 3 - Signature							
Under penalty of perjury, I hereby swear or affirm that: I am a U.S. citizen; I am a Maryland resident; I am at least 16 years old; I have not been convicted of buying or selling votes; I have not been convicted of a felony, or if I have, I have completed serving a court-ordered sentence of imprisonment, including any term of parole or probation for the conviction. The information in this application is true to the best of my knowledge, information and belief. I hereby swear or affirm that I have not voted and will vote only this provisional ballot in the current election in Maryland or in any other state; and I am a registered voter in Maryland and eligible to vote in this election.							
X		Signature (required)			Date		
DO NOT DETACH							

Forms

Provisional Ballot Application,

For Official Use Only	
Election Judge A provisional ballot application was issued because the voter was: <input type="checkbox"/> 1. Not listed on the precinct register <input type="checkbox"/> 2. Listed on the precinct register but indicated a change of address <input type="checkbox"/> 3. Listed but claims to have a different party affiliation (primary election only) <input type="checkbox"/> 4. Listed as an absentee voter or as having already voted <input type="checkbox"/> 5. Listed as "Active" or "Inactive" & "Show ID" & unable to provide acceptable ID <input type="checkbox"/> 6. Listed as "pending" & "Show ID"	<input checked="" type="checkbox"/> Check all boxes that apply. <div>District/Precinct or Early Voting Center</div> <div>Ballot Style Issued</div> <div>Election Judge</div> <div>Initials Date</div>
Was acceptable ID presented? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, record the type of ID presented. <input type="checkbox"/> Photo ID - Address on the photo ID does not need to match the address in #7. <input type="checkbox"/> Maryland Driver's License or MVA ID Card - Verify that DL or ID number is printed in #6a. <input type="checkbox"/> Other-Photo ID - specify _____ <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. <input type="checkbox"/> Utility Bill <input type="checkbox"/> Pay Check <input type="checkbox"/> Bank Statement <input type="checkbox"/> Government Check <input type="checkbox"/> Other government document - specify _____ <input type="checkbox"/> 7. Listed as "pending" & "Need DL#/SSN#" (See instructions for #6.) <input type="checkbox"/> 8. Identify challenged & cannot provide acceptable form of ID <input type="checkbox"/> 9. Other (explain): _____	

reverse side (Election Judge section)

Forms

Provisional Ballot Certificate - Opening

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

County: Montgomery

Date: April 26, 2016

District/Precinct: _____

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

[illegible]

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

Provisional Judge: _____

Chief Judge: _____ Chief Judge: _____ Revised 12/15/2015

Forms

Provisional Ballot Closing Certificate

State of Maryland 

PROVISIONAL BALLOT CLOSING CERTIFICATE – PRIMARY ELECTION

District/Precinct: _____ County: Montgomery Date: April 26, 2016



<p><i>The Provisional Ballot Judge must complete and sign this form AFTER the polls have closed. Chief Judges must sign AFTER it is completed.</i></p>				
End of Election Provisional VAC Totals				
From Provisional Tally Sheet				
Party	Number of printed VACs	Number of hand-written orange VACs		
A. Republican				
B. Democratic				
C. Non (Unaffiliated, Green, Libertarian)				
A + B + C =	D.	E.		
Total Provisional VACs Issued (D + E) =		F.		
			End of Election Provisional Ballot Totals	
			Total Provisional Ballots Cast: (From Prov. Tally Sheet, Box B)	G.
			Total Spoiled Provisional Ballots: (From Prov. Tally Sheet, Box 2)	H.
			Total Ballots Used (G + H) =	I.
			Total Unused Ballots <small>Count unused provisional ballots</small>	J.

Record Seal Number on Provisional Ballot Transfer Bag: _____

Box F should equal Box G. If not, note and explain if possible in Chief Judge Log.

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

Provisional Ballot Judge

Chief Judge

Chief Judge

(Rev. 12/15/2016)

Forms

Provisional Ballot Tally Sheet

State of Maryland 

Provisional Ballot Tally Sheet – 2016 Presidential Primary

County: Montgomery

District/Precinct: _____ 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 (note: an issued ballot that is spoiled will also be tallied in the Provisional ballots spoiled box)		(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 _____

Revised 12/15/2015

Forms

Rules of Security Behavior for All Types of Election Judges (page 1)



RULES OF SECURITY BEHAVIOR FOR ALL TYPES OF ELECTION JUDGES

This form must be read, completed and signed by all judges.

2016 Presidential Election Cycle

County: _____ Name: _____

SECURITY RULES FOR ALL TYPES OF ELECTION JUDGES:

1. Unauthorized collection, transmission, sharing, or disclosure of voter information is prohibited and will result in immediate removal from office and possible civil and/or criminal penalties.
2. Always wear the name tag provided by the local board of elections and carry photo ID with you while performing your duties as an election judge.
3. Do not deviate from the approved Election Judges Manual or training without the written approval of the State Administrator of Elections.
4. Ensure that all paperwork is completed as required.
5. Immediately report any security practice anomalies (e.g., incomplete or missing paperwork, voided tamper tape, broken seals, unsecured facilities or voting equipment, etc.) to the local board of elections. Do not use voting equipment that has missing or damaged tamper tape or seal. Record all such incidents in the Election Day Log.
6. Monitor and secure all election materials and equipment throughout the day.
7. Immediately report any suspicious, threatening, or harassing behavior or activity occurring inside the polling place or within the "no electioneering zone" to the local board of elections. Record all such incidents in the Election Day Log.
8. Do not allow any unauthorized person to touch the voting equipment. A voter shall only be permitted to handle his or her own voter authority card, ballot, or ballot activation card.
9. If you have a problem with the voting equipment, contact the Help Desk or Election Field Support immediately and record the incident in the Election Day Log.
10. Ensure ALL ballots and voter authority cards are accounted for, as required. Secure ALL voted, unvoted, and spoiled ballots, and voter authority cards.
11. Do not share confidential supervisor **passwords** with anyone and keep in a secure location until needed.
12. Ensure ALL memory sticks, and compact flash cards (if required) are returned to the local board of elections with all materials as instructed by the local board of elections.

I have read the Rules of Security Behavior for Election Judges and agree to follow the rules that are applicable to my duties.

Signature

Date

Complete both sides of this form

DRAFT 8/26/15

Forms

Rules of Security Behavior for All Types of Election Judges (page 2)

ELECTION JUDGE OATH. Please read, complete and sign.

I, _____, a registered voter residing in the State of
(PLEASE PRINT)
Maryland at:

Number Street

City Zip Code

Email Address

under the penalty of perjury, do swear (or affirm) that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and Laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of Election Judge for the State of Maryland, according to the Constitution and Laws of this State.

Signature Date

Social Security Number Home/Mobile Number Work/Day Number

Signature of Witness Date

Revised 8/26/15

Forms

Scanning Unit Integrity Report - Closing

SCANNING UNIT INTEGRITY REPORT – CLOSING 2016 Presidential Election - Election Day

Local Board: Montgomery

Date: April 26, 2016

District/Precinct: _____

1. Place removed tamper tape on the back of this form.
2. Attach a Totals Report from each Scanning Unit to this report. Also post a Totals Report near the Zero Report from each Scanning Unit for public viewing.

COMPLETE ALL GREY AREAS AS NEEDED FOR EACH TABLE.

Unit #	A. Removed Emergency Ballot Compartment Seal # Record	B. Public Count Record	C. Protected Count Record	D. Number of VACs Record	E. Removed Rear Access Door Tamper Tape # Record	F. Removed Front Access Door Tamper Tape # Record
1						
2						
For two Scanning Units, add Boxes 1B and 2B for total public count						

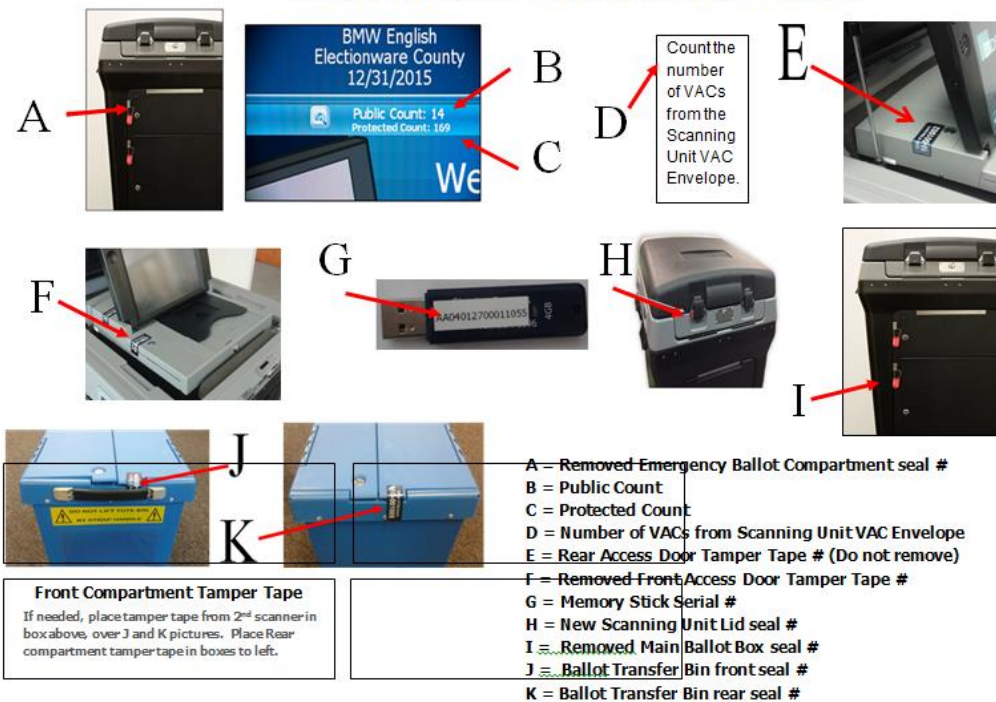
Unit #	G. Memory Stick Serial #s Verify	H. New Scanning Unit Lid Seal # Record	I. Removed Main Ballot Box Security Seal/Lock # Record	J. Security seal # on Ballot Transfer Bin - Front Record	K. Security seal # on Ballot Transfer Bin - Rear Record
1	Main				
	Rear				
2	Main				
	Rear				

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____

Chief Judge: _____ Chief Judge: _____ 1/9/2016

Scanning Unit – Closing Tamper Tape & Security Seal Location Diagram



Forms

Scanning Unit Integrity Report - Opening

SCANNING UNIT INTEGRITY REPORT – OPENING ELECTION DAY 2016 Presidential Election

County: Montgomery

Date: April 26, 2016

District/Precinct: _____

Attach the Zero Report with attached configuration report from each Scanning Unit to this report.
Also post a Zero Report (without configuration report) from each Scanning Unit for public viewing.

Remember: Record the reason for removing **ANY** tamper tape or seal after opening and prior to closing the polls on the "Tamper Tape/Security Seal Removal Report" and place removed tamper tape on the back of it.

COMPLETE ALL GREY AREAS

Scanning Unit #	A.	B.	C.	D.	E.	F.
	Scanning Unit Lid Seal #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (Do Not Remove)	Front Access Door Tamper Tape # (Do Not Remove)	Main Ballot Box Seal #	New Main Ballot Box Seal #
	Verify	Verify	Verify	Verify	Verify	Record
1						
2						

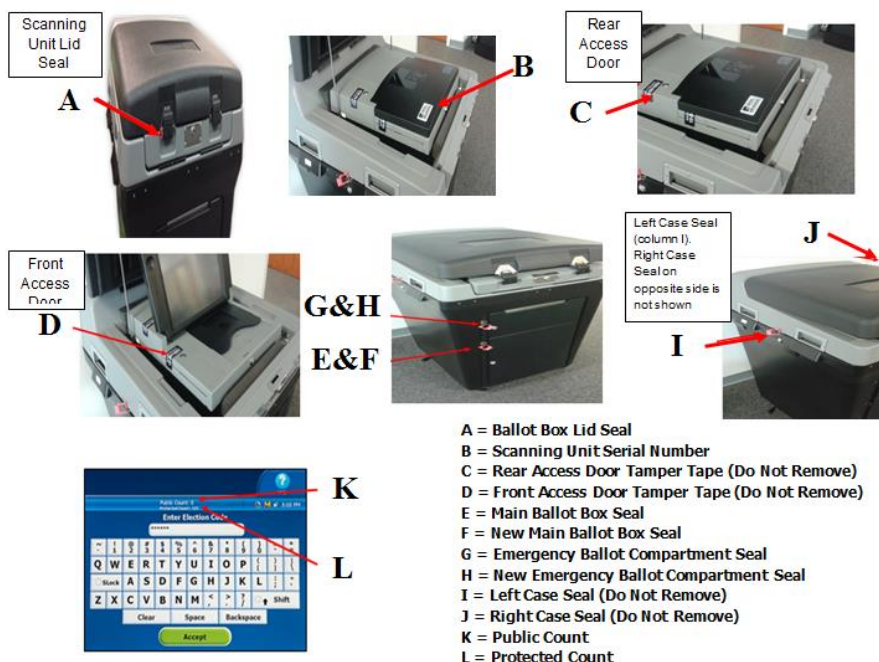
Scanning Unit #	G.	H.	I.	J.	K.	L.
	Emergency Ballot Compartment Seal #	New Emergency Ballot Compartment Seal #	Left Case Seal # (Do Not Remove)	Right Case Seal # (Do Not Remove)	Public Count	Protected Count
	Verify	Record	Verify	Verify	Verify	Verify
1						
2						

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____

Chief Judge: _____ Chief Judge: _____ Draft 12/16/2015

Scanning Unit – Opening Tamper Tape & Security Seal Location Diagram



Forms

Spoiled Ballot Log (Ballot Issuing Table)

Spoiled Ballot Log (Ballot Issuing Table) Montgomery County Board of Elections

Presidential Primary

April 26, 2016

A ballot that will not or can not be used to cast a vote must be spoiled and accounted for. When a judge damages a ballot (tears, folds, etc.) before issuing the ballot to a voter, the judge must record that ballot on this form. When a voter damages a ballot or wishes to change selections, the judge must record that ballot on this form before issuing the voter a new ballot. Voters may receive a maximum of three ballots.

Directions:

1. If damaged after selections are made or if voter wishes to change selections, have voter mark over all circles in selected contests.
2. Write "Spoiled" on ballot. Place ballot in Spoiled Ballot Envelope.
3. Check below if ballot is standard ballot or Ballot Activation Card (BAC).
4. Determine and check correct reason code:
Reason Code 11: Damaged by voter or by judge
Reason Code 12: Voter made incorrect selection wishes to change.
5. Enter voter's name and ID# below. If ballot was damaged before it was issued to voter, leave blank. Initial form.
6. Take voter's VAC. Cross off prior ballot judge's initials. Initial VAC and return to voter with new ballot.

Reason Code ✓		Ballot Type		Voter's Name (Last Name, First Name)	Voter ID#	Judge's Initials
#11	#12	Standard BS#	BAC ✓			

Forms

Spoiled Provisional Ballot Envelope



Board of Elections
Montgomery County, Maryland

PRESIDENTIAL PRIMARY ELECTION

April 26, 2016

SPOILED PROVISIONAL BALLOT ENVELOPE


Spoiled Ballot = Ballot spoiled, torn, marked in error by voter and returned to
Provisional Judge for a replacement ballot

DISTRICT/PRECINCT NO. _____ / _____

SPOILED BALLOTS					
List card stub sequence number					
	Democrat		Republican		Other
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
7		7		7	
8		8		8	
9		9		9	
10		10		10	
11		11		11	
12		12		12	
13		13		13	
14		14		14	
15		15		15	
16		16		16	

Forms

Voter Assistance Form

<div style="display: flex; justify-content: space-between; align-items: center;"><div>State of Maryland Voter Assistance Form</div><div></div></div>	
<p>Instructions: Use this form if a voter has a disability or is unable to read or write English AND requests assistance with voting or completing a provisional ballot application. Assistance is limited to: (1) reading the voter instructions, ballot content, or the provisional ballot application; and (2) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter.</p>	
<p>Part I – Completed by Election Judge</p>	
<p>Printed Name of Voter: _____</p>	
<p>Street Address: _____</p>	
<p>City: _____ State: _____ Zip: _____</p>	
<p>The voter named above has requested assistance in voting and is being assisted by:</p>	
<p><input type="checkbox"/> A person designated by the voter (Go to Part II) or <input type="checkbox"/> Two election judges (Go to Part III)</p>	
<p>Part II – Completed by Person Designated by Voter</p>	
<p>Printed Name: _____</p>	
<p>Street Address: _____</p>	
<p>City: _____ State: _____ Zip: _____</p>	
<p>I affirm that:</p>	
<ol style="list-style-type: none">1. I am not the voter's employer or agent of the voter's employer;2. I am not an officer or agent of the voter's union;3. I have not been appointed as a challenger or watcher for this election;4. For a voter casting a provisional ballot, I am not a candidate who is on the voter's ballot;5. The named voter asked me to assist with marking or casting the ballot or in completing a provisional ballot application;6. I will assist the voter only by: (a) reading the voter the instructions, ballot content, or the provisional ballot application; or (b) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter; and7. I will not attempt to influence or suggest in any way how the voter should vote in any contest or question.	
<p>_____ Signature</p>	<p>_____ Date</p>
<p>Part III – Completed by Election Judges Assisting Voter</p>	
<p>_____ Signature – Election Judge</p>	<p>_____ Party Affiliation</p>
<p>_____ Signature – Election Judge</p>	<p>_____ Party Affiliation</p>
<p><small>SBE 10-10 (Rev. 9/15)</small></p>	

Forms

Voter Authority Card Worksheet

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				
TOTALS				A.

Scanning Unit #2

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

Total VACs = A + B

A.	+	B.	=	C.
----	---	----	---	----

Directions:

1. At closing, obtain boxes of VACs.
2. Ensure VACs have been sorted by party and paperclipped in stacks of 25.
3. If sticker is blank, count VACs and complete sticker.
4. Enter numbers of VACs from stickers into appropriate boxes above.
5. Total the VACs.
6. 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

Forms

Voter Authority Cards (sticker for VAC box)

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.	

Forms

Voter Update Form


State of Maryland – Voter Update Form

Note: Have the voter fill out the applicable section and sign and date at the bottom.

Voter Information	Election Judges fill in this section:				
	Voter ID #	Last Name	First Name	Middle Name	Date of Birth
Change of Address	<input type="checkbox"/> Check here if you moved within 21 days of the election. Provide your new address below: Residence Address: _____ Mailing Address (if different): _____ City, State ZIP: _____ Telephone Number: (Day) _____ (Evening) _____ NOTE: If you moved more than 21 days before election day, you have two choices: Go to an early voting center in your county or your new precinct on election day, OR vote a provisional ballot here. If you vote a provisional ballot here, only those contests for which you are eligible to vote will be counted.				
Change of Name/Date of Birth	Last Name _____ First Name _____ Middle Name _____ Date of Birth _____				
Change of Party Affiliation	For future elections, I want my party affiliation to be: <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Constitution Party <input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other-Specify: _____				
Identification Information	Election Judge Use Only – ✓ Indicate the type of ID provided only if "ID required" is specified on the VAC or precinct register. Photo ID – There is no requirement that the photo ID have an address or, if there is an address, that the address match the address on the VAC or this form. <input type="checkbox"/> Maryland Driver's License or MVA ID Card - # _____ <input type="checkbox"/> Other Photo ID –Type _____ Non Photo ID – The document must be current (dated within the last 3 months) and must contain the same name and address as listed on the VAC or this form. <input type="checkbox"/> Utility Bill <input type="checkbox"/> Pay Check <input type="checkbox"/> Bank Statement <input type="checkbox"/> Government Check <input type="checkbox"/> Other Government Document – Type _____				
Death Notice	I, _____ Print Name _____ confirm that the voter listed above is deceased and therefore request that the voter's name be removed from the voter registration records. Relationship to the deceased: _____				
Signature of Voter	I affirm under penalty of perjury that the information on this form is true and correct. _____ Signature of Voter _____ Date _____				

Forms

Voting Equipment Tamper Tape/Security Seal Removal Report

State of Maryland 

VOTING EQUIPMENT TAMPER TAPE/SECURITY SEAL REMOVAL REPORT- 2016 Presidential General

County: Montgomery

Date: April 26, 2016

District/Precinct: _____

Record information about the removal and replacement of tamper tape or security seals that occurs after the polls open and before the polls close. Place removed tamper tapes on back of this form.

Scanning Unit or BMD Unit #	Equip. Code # (see below)	Removed Tamper Tape or Seal #	Time of Removal	New Tamper Tape or Seal #	Judges' Initials	Reason for removing tamper tape or security seal during the day. Use back of page if more space is needed.

Equipment Code:

- A = Scanning Unit front access door
- B = Scanning Unit rear access door
- C = Scanning Unit main ballot box
- D = Scanning Unit emergency ballot compartment
- E = Left side Ballot Transfer Bin top
- F = Right side Ballot Transfer Bin top
- G = Ballot Marking Device

Chief Judge: _____ Chief Judge: _____

Revised 1/14/2016



Revised 2/16/16

Appendix 1

Opening and Closing the Electronic Pollbooks

Setting Up the Electronic Pollbooks and Printers.....	A1.2
Verifying the Electronic Pollbook.....	A1.7
Opening the Polls	A1.13
Networking the Electronic Pollbooks.....	A1.10
Ending the Election on the Electronic Pollbook and Printing End-of-Day Reports.....	A1.16
Packing the Electronic Pollbook and Printers.....	A1.20

Opening and Closing the Electronic Pollbook

Refer to the following checklists found at the end of this chapter to set up, verify, network and open the electronic pollbooks.

- Electronic Pollbook Set-Up Procedure
- Printer Set-Up Procedure
- Electronic Pollbook Start-Up Procedure
- Network Hub Set-Up Procedure
- How to Load Printer Paper
- Electronic Pollbook Opening Procedure



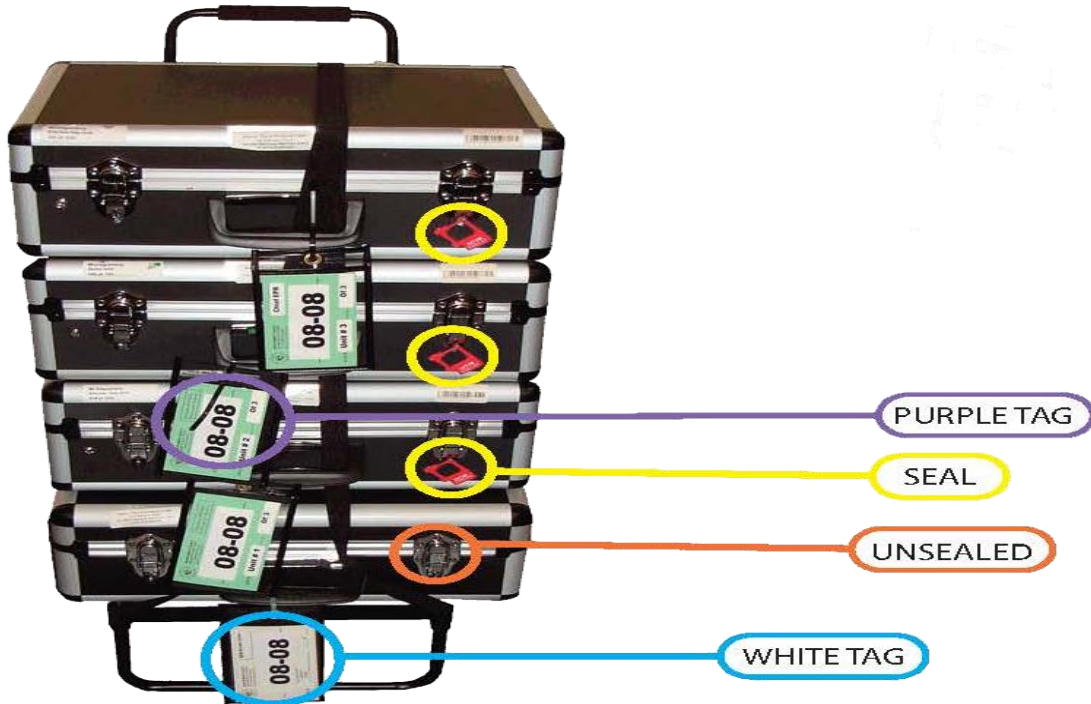
Do not network electronic pollbooks until after:

- **All electronic pollbooks have been turned on individually; and**
- **The “Statistics” on the “Main Screen” are verified as zeros for the “Ballots”, “Voters”, and “SDR Counts” tabs; and**
- **After the “Consolidated Voter Counts” and “Consolidated Ballot Counts” reports are printed.**

Opening and Closing the Electronic Pollbook


Pre-Election

Setting Up the Electronic Pollbooks and Printers



1. Open the printer case(s); the printer case(s) are not sealed. Remove the Electronic Pollbook Integrity Report(s).

Opening and Closing the Electronic Pollbook

State of Maryland 

Electronic Pollbook Integrity Report

District/Precinct: _____ County: **Montgomery** Date: **April 26, 2016**

Judges must:

- Complete the Opening section below. Remember to **print and sign the Zero Reports** from each pollbook and attach them to this form **BEFORE** the polls open.
- Verify and record information about having to remove the Inner Seal during the day, if necessary.
- Complete the Closing section. Remember to print and sign the Totals Report from one poll book and attach it to this form.

Remember: Chief Judges must sign this form AFTER the polls close.

	OPENING				DURING		CLOSING	
	1	2	3	4		5	6	7
Pollbook ID #	Outer Seal # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Inner Seal # (on top lid of pollbook)	Verify inner seal was intact when polls opened (initial)		If Inner Seal was removed during the day, please record reason here. If more room is needed use back of this page.	New Inner Seal #	New Outer Seal # (applied to storage case at closing)
	VERIFY	VERIFY	VERIFY	REP/OTH	DEM	RECORD	RECORD	RECORD
#1								
#2								
#3								
#4								
#5								
#6								

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

CHIEF JUDGE

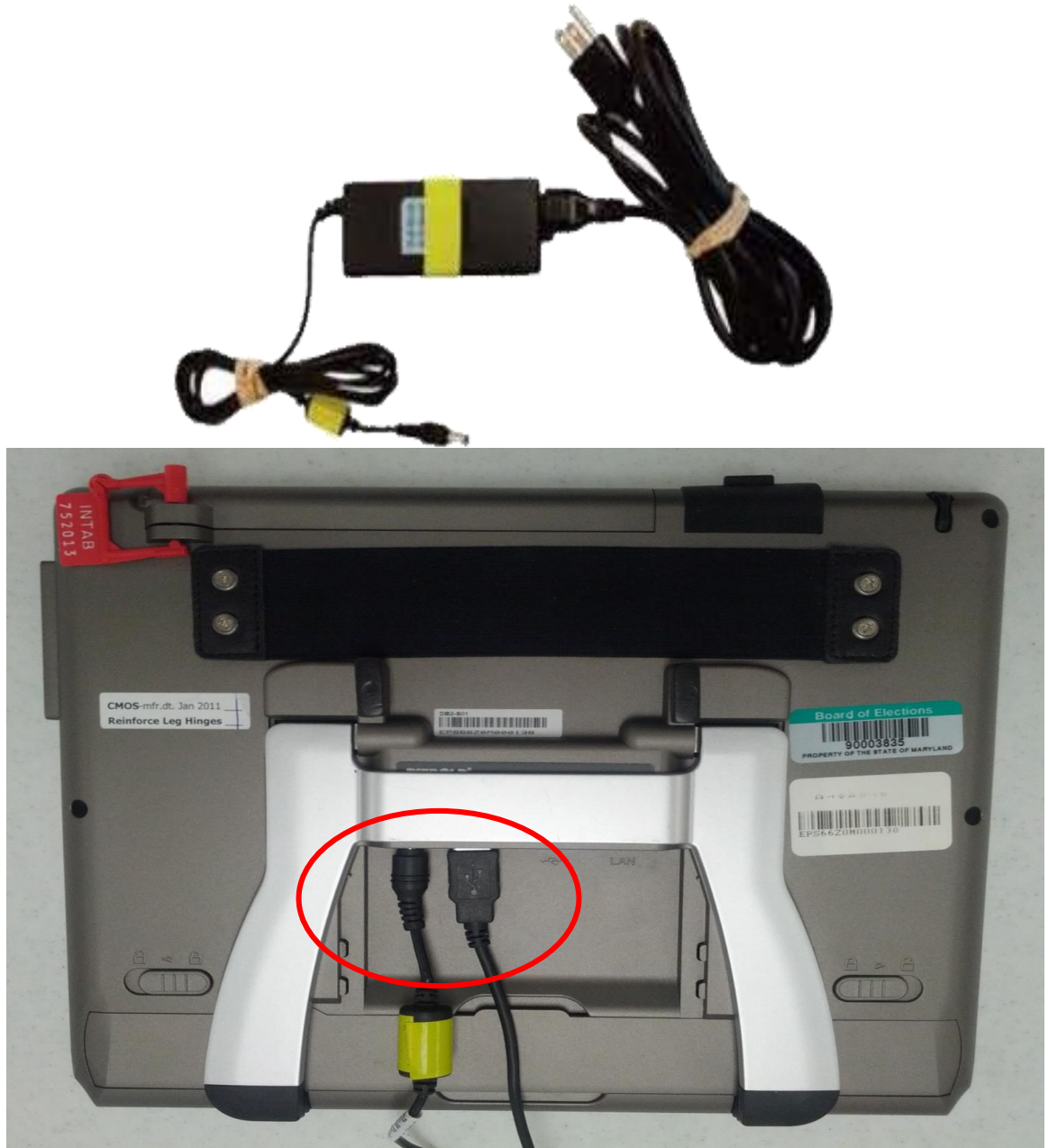
CHIEF JUDGE

Rev. 12/14/2016

2. Verify that the red outer seal number on each pollbook case matches the information printed on the *Electronic Pollbook Integrity Report*.
3. Remove the seal on the case and discard, remove the pollbook. Use the strap - **DON'T** pull up on the pollbook legs to remove the pollbook from the case.
4. Verify that the state asset tag number on the front of each electronic pollbook matches the information printed on the *Electronic Pollbook Integrity Report*.
5. Verify that the inner seal on the top of each electronic pollbook is **NOT** broken and its number matches what is printed on the *Electronic Pollbook Integrity Report*. **DO NOT REMOVE THIS SEAL.**
6. **Note:** You should have a printer for each pollbook, except the Chief Judge's pollbook.
7. The power cord is in the case with the electronic pollbook and is identified by yellow tape. Insert the cord into the first connection

Opening and Closing the Electronic Pollbook

on the electronic pollbook, and plug the other end into a power source.

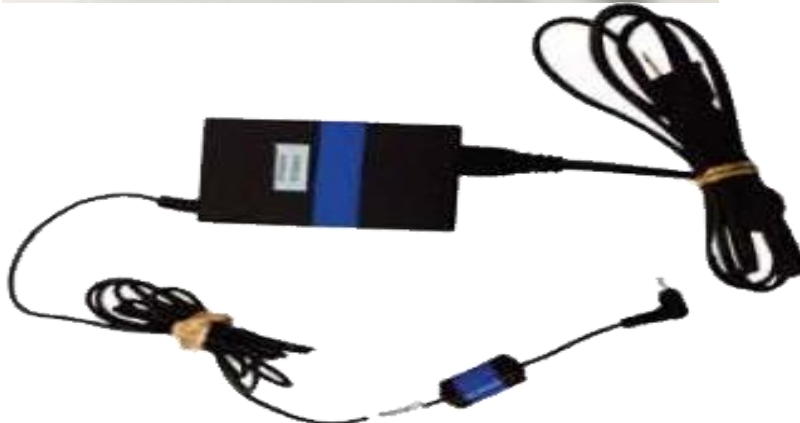


8. Take the printer's USB cable from the printer case and plug the larger end into either of the two USB ports located on the back of the electronic pollbook. Plug the smaller end into the printer.

Opening and Closing the Electronic Pollbook



9. Plug one end of the printer's power cord (marked with blue tape) into the printer and the other end into a power source. **Important Note: The printer end of power cord is bent 90 degrees (elbow-shaped). DO NOT connect an electronic pollbook power cord to the printer. It will cause severe damage to the printer.**



Opening and Closing the Electronic Pollbook

10. Turn the **power switch** to **ON**.



Verifying the Electronic Pollbook

1. When the pollbook switch is ON, the following screen will appear:



Opening and Closing the Electronic Pollbook

- A. Verify the date and time. If the date or time is incorrect, alert a Chief Judge.
- B. If the information on the screen is correct, tap the “Launch” button.

! Use the stylus to make selections. Do not use any other item, such as pens or pencils.

- 2. Verify the poll name on the left side before tapping the “OK This is Correct Poll” button at the bottom of the screen. If the precinct information is incorrect, summon a chief judge who will seek technical support.

Log In 110

Is this the correct Poll? If it is, tap OK button. If not, tap Wrong Poll to go back to Login screen.

Consolidation Number
1001

Precinct Name
POLL 1

Precinct Number
1701 1

Poll Name
POLL 1
119 FIRST STREET
CITY, ST 12345
(123) 555-5555

Map: Demo County Poll 1

Buttons: Log In, **OK This is Correct Poll**, Wrong Poll Go Back

Status: BT:??? AC:Plugged In 11/10/2015 7:17:22 AM

- 3. The “Main Screen” will appear with the “Manage Polls” tab at the top of the screen. The Poll Status will be “Closed.”

Opening and Closing the Electronic Pollbook

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

****Opening**** When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.

****Closing**** When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the

Statistics

Ballots | Voters | SDR Counts

Standard BACs 0

Provisional Voter BACs 0

Standard Ballots 0

Provisional Ballots 0

Consolidation Number 09001001

Poll Status **CLOSED**

Poll Opening Time 7:00AM

Poll Closing Time 8:00PM

of Registered Voters 2601

Bulk Update Date

Open the Polls

Daily Closing Step #1
Close the Polls

Daily Closing Step #2
Archive & Close Down

BT:??? AC:Plugged In Voted: TOT 0 11/18/2015 1:15:54 PM

4. Tap the "Ballots," "Voters," and "SDR Counts" tabs under "Statistics" to verify that all the numbers are set to zero. **Alert a chief judge immediately if any of these numbers are not zero. Do not network the pollbooks if any number is not zero.**

! Check all three tabs under "Statistics" for zeros **before** networking pollbooks.

5. Verify that the totals at the bottom of the screen are zero.

For the **primary** election:

BT:??? AC:Plugged In Voted: DEM 0 REP 0 NON 0 TOT 0 12/4/2013 11:22:33 AM

For the **general** election:

BT:??? AC:Plugged In Voted: TOT 0 11/18/2015 1:11:45 PM

Opening and Closing the Electronic Pollbook

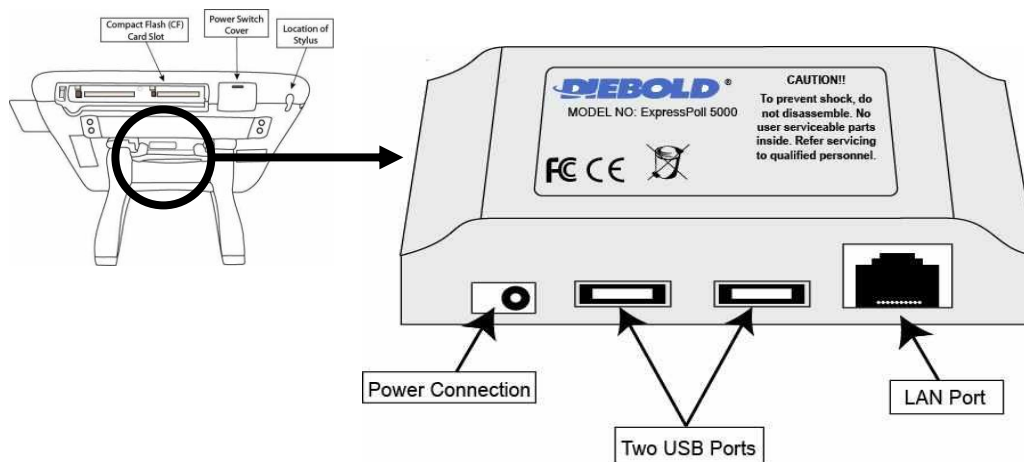
! Contact the local board of elections **immediately** if the totals are not zero when logging in.

Networking the Electronic Pollbooks

! Do not network electronic pollbooks until after:

- All electronic pollbooks have been turned on individually; and
- The “Statistics” on the “Main Screen” are verified as zeros for the “Ballots”, “Voters,” and “SDR Counts” tabs; and
- After the “Consolidated Voter Counts” and “Consolidated Ballot Counts” reports are printed.

1. There are four connections located on the back of the electronic pollbook: from left to right, the first is for power, the middle two are USB ports for the printer, and the fourth one is for the Ethernet cable (LAN Port) that connects all the electronic pollbooks in the same polling place together.



2. Precincts with 2 Pollbooks:

- a. Locate red cross-over LAN cable (each end has a telephone-like plug) in printer case.

Opening and Closing the Electronic Pollbook

- b. Plug an end of the LAN cable into a LAN port on the back of each Pollbook.



3. Precincts with 3 or more Pollbooks:

- a. Remove the Multi-Port Network Hub, LAN cables, and power cord from printer case.



- b. Turn off power strip for check-in area if it is on.
- c. Connect small round connector of power cord into Hub and other end into power strip.

Opening and Closing the Electronic Pollbook



- d. Plug an end of a LAN cable (telephone-like plug) into the Multi-Port Network Hub and the other end into LAN port on the back of a Pollbook.

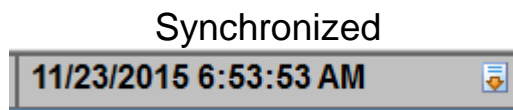
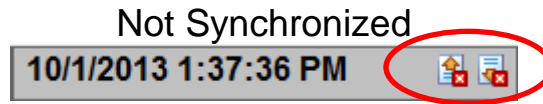


Note: Do not use the Uplink slot in the Network Hub

- e. Repeat steps C through E for each Pollbook.
- f. Turn on power strip.
- g. LED light on the hub will come on.

Opening and Closing the Electronic Pollbook

4. Check that the electronic pollbooks are synchronized with other pollbooks. This is indicated by a pair of icons in the lower right corner of the screen. If the electronic pollbooks are not synchronized, check to ensure that all connections between the pollbooks and the hub are intact. If the pollbooks will not synchronize, call for a chief judge who will seek technical assistance.



5. To initialize the network synch, tap the "Status" tab on the upper far right of the "Main Screen". Tap the "Network" tab on the left.
6. Look on the screen to confirm there is a line entry for each Pollbook, identified by its State Tag Number.
7. Look at the "Synch" column for each Pollbook. All Pollbooks should show "complete" except the one you are using. It will show "N/A".

Election Morning - Opening the Polls

⚠ Do not check in voters prior to 7:00 a.m. on Election Day. Steps 1 through 7 should be performed at 6:50 a.m.

1. Turn off the network hub by disconnecting its power cord.
2. Tap the "Open the Polls" button at the bottom left.

Opening and Closing the Electronic Pollbook

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

****Opening**** When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.
****Closing**** When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the

Statistics

Ballots | Voters | SDR Counts |

Standard BACs 0

Provisional Voter BACs 0

Standard Ballots 0

Provisional Ballots 0

Consolidation Number 09001001

Poll Status **CLOSED**

Poll Opening Time 7:00AM

Poll Closing Time 8:00PM

of Registered Voters 2601

Bulk Update Date

Open the Polls (circled in red)

Daily Closing Step #1 Close the Polls

Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In Voted: TOT 0 11/18/2015 1:15:54 PM

! If either of the following messages appears when attempting to open the polls, alert a Chief Judge immediately:

- "The polls cannot be opened because a bulk update has not been performed."
- "The polls cannot be opened because the date on this unit's clock does not match the Election Date."

3. A pop-up menu with a list of reports will appear. Make sure both reports have check marks and tap "Continue."

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

****Opening**** W the pop-up sc totals are 0. T voters.
****Closing**** W

Tap Continue to print reports.

☒ Print Ballot Counts

☒ Print Voter Counts

Continue (circled in red)

Open the Polls

Daily Closing Step #1 Close the Polls

Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In Voted: TOT 0 11/18/2015 1:19:33 PM

Opening and Closing the Electronic Pollbook

- Two reports will print, the pop-up menu will disappear and the “Poll Status” on the right side of the screen will change from red “Closed” to green “Opened.”

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

Opening When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.
 Closing When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the

Statistics
 Ballots | Voters | SDR Counts |

Standard BACs 0
 Provisional Voter BACs 0
 Standard Ballots 0
 Provisional Ballots 0

Consolidation Number 09001001
Poll Status OPENED
 Poll Opening Time 7:00AM
 Poll Closing Time 8:00PM
 # of Registered Voters 2601
 Bulk Update Date

Open the Polls
 Daily Closing Step #1 Close the Polls
 Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In Voted: TOT 0 11/18/2015 1:24:21 PM

- Verify that all totals on the “Consolidated Voter Counts” and “Consolidated Ballot Counts” reports are zeros as shown below. Alert a chief judge if the totals are not all zeros.

Consolidated Ballot Counts Report						Consolidated Voter Counts Report			
Consolidation: # 20005001 EPB Number: 999						Consolidation: # 09EV01 EPB Number: 035979			
Poll Description: 05-1 Mt Vernon Fire Dept						Poll Description: Charles County Board of Elections			
Report Date: 04/01/2010 13:05:31						Report Date and Time: 11/17/2015 09:52:54			
*****						*****			
	TOT	DEM	REP	NON		Party	Total	Reg	Provisional
Issued	0	0	0	0		REP	0	0	0
ReIss	0	0	0	0		DEM	0	0	0
Canc	0	0	0	0		GRN	0	0	0
Net	0	0	0	0		LIB	0	0	0
Prov Issued	0	0	0	0		UNA	0	0	0
Prov ReIss	0	0	0	0		OTH	0	0	0
Prov Canc	0	0	0	0					
Net Prov	0	0	0	0		TOT	0	0	0
Net Ballots	0	0	0	0		*****			

DEM Judge						DEM Judge			
REP Judge						REP Judge			

- Sign both reports and attach the reports to the *Electronic Pollbook Integrity Report*.

Opening and Closing the Electronic Pollbook

7. Reconnect the network hub's power cord and verify network synchronization status.
8. **At 7:00 a.m.**, Tap the "Issue Ballots" button and begin checking in voters.

Ending the Election on the Electronic Pollbook and Printing End-of-Day Reports

After providing all necessary voter turnout numbers to the chief judges, and **upon authorization from the chief judges**, the check-in judges are to:

1. Return to the "Main Screen" and tap the "Manage Polls" tab.
2. Tap on the "Daily Closing Step #1 Close the Polls" button at the bottom-center of the screen. A pop-up screen will appear.

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

****Opening**** When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.

****Closing**** When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the

Statistics

Ballots	Voters	SDR Counts
Standard BACs	0	
Provisional Voter BACs	0	
Standard Ballots	4	
Provisional Ballots	0	

Consolidation Number: 09001001

Poll Status: **OPENED**

Poll Opening Time: 7:00AM

Poll Closing Time: 8:00PM

of Registered Voters: 2601

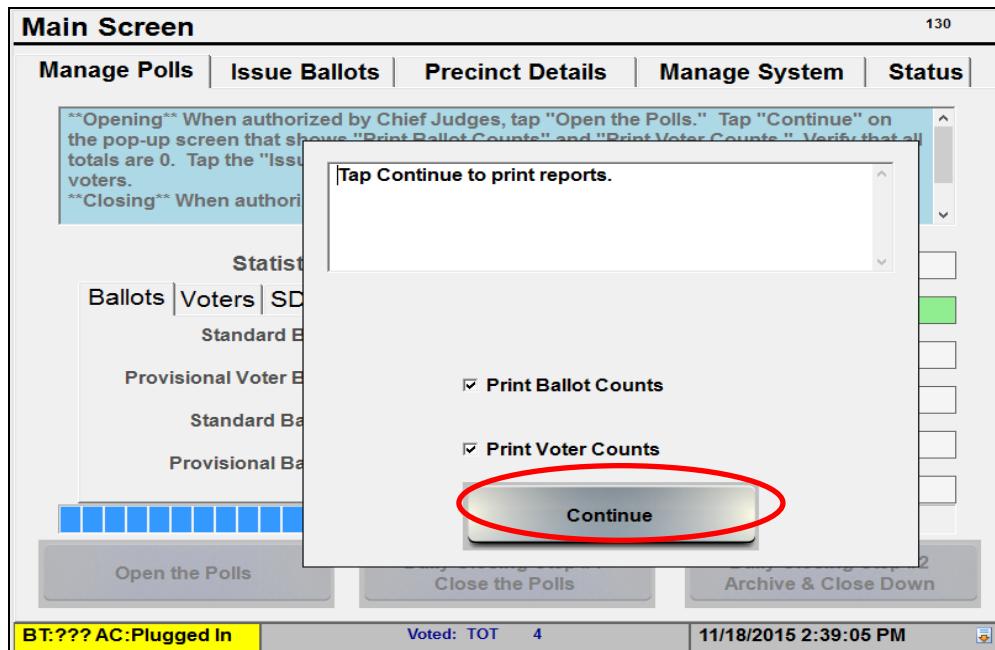
Bulk Update Date:

Open the Polls | **Daily Closing Step #1 Close the Polls** | Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In | Voted: TOT 4 | 11/18/2015 2:37:09 PM

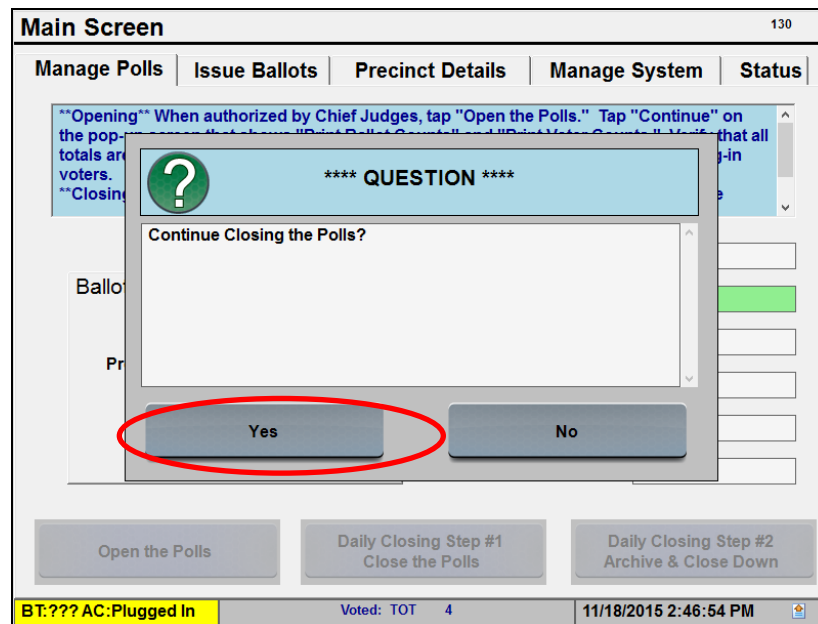
Opening and Closing the Electronic Pollbook

3. Tap the “Continue” button to print the “Ballot Counts” and “Voter Counts” reports:



! After the “Continue” button is tapped, the “Poll Status” changes from “Opened” to “Closed”.

4. “Continue Closing the Polls?” Tap “**Yes.**”



Opening and Closing the Electronic Pollbook

5. After the "Ballot Counts" and "Voter Counts" reports are printed, tap the "Daily Closing Step #2 Archive & Close Down" button.

The screenshot shows the 'Main Screen' of the Electronic Pollbook system. At the top, there are tabs for 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'. Below the tabs is a blue box with instructions for opening and closing the polls. The 'Statistics' section shows 'Ballots', 'Voters', and 'SDR Counts' with input fields for 'Standard BACs', 'Provisional Voter BACs', 'Standard Ballots', and 'Provisional Ballots'. To the right, there are fields for 'Consolidation Number' (09001001), 'Poll Status' (CLOSED, highlighted with a red circle), 'Poll Opening Time' (7:00AM), 'Poll Closing Time' (8:00PM), '# of Registered Voters' (2601), and 'Bulk Update Date'. At the bottom, there are three buttons: 'Open the Polls', 'Daily Closing Step #1 Close the Polls', and 'Daily Closing Step #2 Archive & Close Down'. The status bar at the very bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 4', and the time '11/18/2015 2:50:07 PM'.

6. If the Polling Place is closed for the day, and if the end of day "Ballot Counts" and "Voter Counts" reports have been printed, tap the "Yes" button.

This screenshot shows the same 'Main Screen' as the previous one, but with a confirmation dialog box overlaid. The dialog box has a green question mark icon and the title '**** QUESTION ****'. The text inside the dialog box reads: 'IMPORTANT! This will ARCHIVE the activity from today's voting and log out this pollbook from the system. You should answer "Yes" ONLY if both these statements are true: 1) The polling place is now CLOSED for the day 2) You have already printed the end-of-day "Ballot Counts" and "Voter Counts" reports from this pollbook. If either of these statements is NOT true, or if you are not sure, answer "No" and consult a Chief Judge.' At the bottom of the dialog box are two buttons: 'Yes' (highlighted with a red circle) and 'No'. The background of the screen is dimmed, showing the same tabs and statistics as before. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 4', and the time '11/18/2015 2:52:36 PM'.

Opening and Closing the Electronic Pollbook

- The pollbook will return to the “Launch” screen. Turn the power switch to off.



- Sign the “Ballot Counts” and “Voter Counts” reports and attach them to the *Electronic Pollbook Integrity Report*.

Consolidated Ballot Counts Report				
Poll Description: 05-1 Mt Vernon Fire Dept				
Report Date: 04/12/2010 14:49:00				

	TOT	DEM	REP	NON
Issued	303	149	110	44
Reiss	- 3	- 1	- 2	- 0
Canc	- 10	- 3	- 6	- 1
Net	290	145	102	43
Prov Issued	19	8	5	6
Prov Reiss	- 1	- 0	- 0	- 1
Prov Canc	- 1	- 1	- 0	- 0
Net Prov	17	7	5	7
Net Ballots	307	152	105	50

DEM Judge				
REP Judge				

Note: Reissued and cancelled ballots are **subtracted** from “Issued” ballots to arrive at “Net Ballots” totals for regular and provisional ballots.

Opening and Closing the Electronic Pollbook

Consolidated Voter Counts Report

Consolidation: # 20005001 EPB Number: 999
Poll Description: 05-1 Mt Vernon Fire Dept
Report Date and Time:
04/12/2010 16:58:56

Party	Total	Reg.	Prov
DEM	152	145	7
REP	105	102	3
NON	50	43	7
TOT	307	290	17

DEM Judge

REP Judge

Note: The total (“TOT”) of the Voter Counts Report should equal “Net Ballots” on the “Consolidated Ballot Counts Report.”

9. Give the *Electronic Pollbook Integrity Report* (with the attached reports) to the chief judges.

Packing the Electronic Pollbook and Printers

1. Store the stylus in its slot at the top of each electronic pollbook.
2. Disconnect all cables and cords.
3. Check-in judges must verify that the inner seal on the top lid of each electronic pollbook is intact and its number matches the number verified earlier on the *Electronic Pollbook Integrity Report*.
4. Pack the electronic pollbooks in their cases.
5. The chief judges will provide new seals to seal each case. Record the new outer seal numbers on *Electronic Pollbook Integrity Report* and have both chief judges sign where indicated.
6. Pack all printers, cords, cables, and hub (if issued).

Opening and Closing the Electronic Pollbook

Checklists



Electronic Pollbook Setup Procedure

Note: A bipartisan team of judges must complete the following steps



Monday Night	
STEP	ACTIVITY
1	Locate the Pollbook and printers: <ul style="list-style-type: none">➤ Verify luggage tags on Pollbook cases have correct District and Precinct number.➤ Verify the outer red seal on each Pollbook case is intact. (There is no lock on printer case(s).)➤ Open the printer case. Remove the <i>Electronic Pollbook Integrity Report</i>.
Complete steps 2 -3 one Pollbook at a time	
2	Completing the <i>Electronic Pollbook Integrity Report</i>: <ul style="list-style-type: none">➤ Verify the outer red seal number matches one of the number printed on the <i>Electronic Pollbook Integrity Report</i> (Opening, column #1). If numbers match, discard red seal.➤ Remove the outer red seal from that Pollbook case (use scissors if needed).➤ Verify the State Asset Tag number on the front of that Pollbook matches the number printed on the <i>Electronic Pollbook Integrity Report</i> (Opening, column #2) on the same line as its red seal.➤ Verify the number of the inner red seal (top upper right on the back-side of the Pollbook) matches the number on the <i>Electronic Pollbook Integrity Report</i> (Opening, column #3) on the same line as its red seal.➤ DO NOT REMOVE the inner red seal on the memory card compartment.➤ Each judge: If numbers match initial in column #4. If numbers do not match, notify a Chief.
3	Assembling the Pollbook: <ul style="list-style-type: none">➤ Remove the Pollbook, power cord, and power brick from the case.➤ Ensure the power switch on the top of the Pollbook under the black flap is OFF.➤ Lay the Pollbook face down on the table (legs facing towards you).➤ Plug the power brick's cord (identified by a YELLOW tape stripe) into the Pollbook slot marked "PWR".➤ Obtain a power strip for the check-in area. Do not plug into the wall outlet until step 5.➤ Plug power cord into the power brick and the power strip.
4	➤ When all Pollbooks are assembled, plug power strip into the wall outlet and turn on.
5	<ul style="list-style-type: none">➤ Give the <i>Electronic Pollbook Integrity Report</i> to a Chief.➤ Report each discrepancy, if any, to a Chief.

Opening and Closing the Electronic Pollbook

Printer Setup Procedure

Monday Night	
STEP	ACTIVITY
1	➤ Remove one printer, a power brick (identified with a blue stripe), a power cord, and a Universal Serial Bus (USB) cable from the printer case.
2	➤ Plug the larger end of the USB cable into a USB port  on the back of the Pollbook. ➤ Pull open the flap on the left side of the printer and connect the smaller end of the USB cable into the USB port  .
3	➤ Plug the power brick cord into left side of the printer above the label "DC In". ➤ Plug the 2-pronged power cord plug into the power brick and the other end into the power strip for the check-in area.
4	➤ Check the printer for paper by pushing up on the gray lever to release the paper cover. ➤ Verify the paper is feeding from the bottom. ➤ Pull on the paper to verify paper is feeding correctly. ➤ Close the printer firmly until it latches (listen for the click). ➤ Note: if paper needs to be replaced, see the "How to Load Printer Paper" Procedure.
5	➤ If green light is on, press red button to turn off printer. ➤ Test the printer by firmly holding down the power (round red button) and the paper feed (triangular green button) at the same time. After a short delay; the light near power button will flash.
6	➤ Release the buttons. Test strip will automatically print. ➤ Tear off and discard the test strip.
7	➤ Turn printer off by pressing red button.
8	➤ Follow Steps 1-7 to attach remaining printers to Pollbooks.

Electronic Pollbook Start-Up Procedure

Monday Night	
STEP	ACTIVITY
1	<ul style="list-style-type: none">➤ Extend the legs and stand the Pollbook as if it were a picture frame.➤ Turn on the Pollbook. (Power rocker switch is under the flap at the upper left top.)
2	<ul style="list-style-type: none">➤ The prompt  will be displayed on the Pollbook screen.➤ Use the stylus (found at the top left back of the Pollbook) to tap this prompt.
3	<ul style="list-style-type: none">➤ When the “Log In” screen appears, verify the precinct information displayed is correct.➤ If the correct precinct is not shown, notify a Chief immediately. Do not proceed with a Pollbook that does not display the correct information.
4	<ul style="list-style-type: none">➤ Tap the  button➤ If a prompt appears that reads “The printer is not connected or powered up. Check printer power and USB cable connections,” ensure your printer is ON and connected to a power source as well as to the Pollbook.
5	<ul style="list-style-type: none">➤ The Main Screen with Manage Polls tab (upper left tab on the screen) will appear.➤ Verify the “Poll Status” on the right side displays “CLOSED” in a red box.➤ On the left side, the “Statistics” section has three tabs: Ballots, Voters, and Same Day Registration (SDR) Counts.➤ The “Ballots” tab will be displayed. Verify the numbers are all set to zero.➤ Tap the “Voters” tab and verify those numbers are all set to zero.➤ Tap the “SDR Counts” tab and verify those numbers are all set to zero.➤ If any number is not set to zero, notify a Chief immediately. Do not proceed with a Pollbook that does not display zero for every entry under Ballots, Voters, or SDR Counts.
6	<ul style="list-style-type: none">➤ Check the date and time displayed in the lower right corner of the Pollbook.➤ If the date is wrong or the time is off by more than 5 minutes, see a Chief for instructions to reset the Pollbook clock.
7	<ul style="list-style-type: none">➤ Follow steps 1-5 for each Pollbook.
8	<ul style="list-style-type: none">➤ Using the Network Hub Setup Procedure checklist, network only Pollbooks set at zero for every entry under Ballots, Voters, or SDR Counts tabs (Step 5 above).

Opening and Closing the Electronic Pollbook

Network Hub Setup Procedure

Monday Night	
STEP	ACTIVITY
Note: Network ONLY Pollbooks set at zero (Electronic Pollbook Start-Up Procedure , Step 5)	
1	<p>Precinct with 2 Pollbooks:</p> <ul style="list-style-type: none"> ➤ Locate red cross-over LAN cable (each end has a telephone-like plug) in printer case. ➤ Plug an end of the LAN cable into a LAN port on the back of each Pollbook. <p>Precinct with 3 or more Pollbooks:</p> <ul style="list-style-type: none"> ➤ Remove the Multi-Port Network Hub, LAN cables, and power cord from printer case. ➤ Turn off power strip for check-in area if it is on. ➤ Connect small round connector of power cord into Hub and other end into power strip. ➤ Plug an end of a LAN cable (telephone-like plug) into the Multi-Port Network Hub and the other end into LAN port on the back of a Pollbook. ➤ Note: Do not use the Uplink slot in the Network Hub ➤ Follow Step 1 for each Pollbook. ➤ Turn on power strip. ➤ LED light on the hub will come on.
2	<ul style="list-style-type: none"> ➤ Check the Pollbook network status: a blinking up arrow and a blinking down arrow will appear at the bottom right if the Pollbooks are correctly networked. Note: May take a few seconds. ➤ To initialize the network synch, tap the “Status” tab on the upper far right of the “Main Screen”. ➤ Tap the “Network” tab on the left. ➤ Look on the screen to confirm there is a line entry for each Pollbook, identified by its State Tag Number. ➤ Look at the “Synch” column for each Pollbook. All Pollbooks should show “complete” except the one you are using. It will show “N/A”.
3	<ul style="list-style-type: none"> ➤ Turn off Pollbook at the upper left under the flap. ➤ Replace the stylus in the top left of the Pollbook.
4	<ul style="list-style-type: none"> ➤ Leave the power strip on so the Pollbooks can charge overnight.
5	<ul style="list-style-type: none"> ➤ Tidy the check-in area by moving cables/cords/bricks out of the way. ➤ Ensure safety of voters and poll workers by using Velcro straps, rubber bands, and tape to secure cables/cords/bricks and other equipment. ➤ Use only the blue painter’s tape on walls and floors.
6	<ul style="list-style-type: none"> ➤ Make sure all cases and bags are properly stored.
7	<ul style="list-style-type: none"> ➤ Ensure that the check in area has a sufficient number of <i>Voter Assistance Forms</i> and <i>Voter Update Forms</i>. ➤ Check that there are sufficient numbers of pens, pencils, scratch paper pads and extra rolls of printer paper.


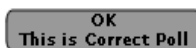
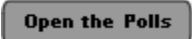
Note: Make sure all judges know where the extra rolls of printer paper are stored.

How to Load Printer Paper


Anytime	
STEP	ACTIVITY
1	➤ Turn the printer off.
2	➤ Locate and open a new roll of paper. ➤ Un-wrap the roll past the glue point and tear off excess paper.
3	➤ Facing the printer, push up the gray cover release slide. ➤ The top latch will release.
4	➤ Lift up the cover to the fully open position.
5	➤ Using right hand, pinch the paper release lever (blue-gray, on the right side of the paper cradle) down and forward and hold it in pinched position. Put thumb on inside of paper cradle. Hold the pinch. ➤ Hold the left side of the paper cradle, with thumb to inside of cradle. ➤ While pinching both sides, use both hands to slide each side of the paper cradle apart with your thumbs ➤ Paper roll will fall from its cradle. Remove roll.
6	➤ Place the new paper roll onto the left paper guide post, with paper feeding from the bottom. ➤ Continue to hold the paper roll on the guide post with the left hand. (Try to hold paper roll with thumb and two fingers, and place other fingers on outside of paper cradle.)
7	➤ Pinch the paper release lever (right side) with the right hand. ➤ With both hands, slide sides of paper cradle together toward the center. ➤ When almost closed, aim the right side of the paper spool onto its guide post.
8	➤ Pull the paper forward several inches to ensure it rolls freely. ➤ Close the cover. Make sure it latches. ➤ Tear off excess paper.
9	➤ Test the printer by firmly holding down the power (round red button) and the paper feed (triangular green button) simultaneously. After a delay; light near power button flashes.
10	➤ Release the buttons. Test strip will automatically print. ➤ Tear off and discard the test strip.

Opening and Closing the Electronic Pollbook

Electronic Pollbook Opening Procedure

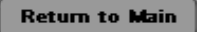
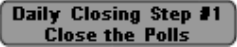
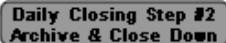

Tuesday Morning Election Day	
STEP	ACTIVITY
1	➤ Verify that the Power Strip is plugged into a wall outlet and turned on.
2	➤ Turn off the network hub by disconnecting its power cord.
3	➤ Obtain <i>Electronic Pollbook Integrity Report</i> from a Chief.
4	➤ Turn on Pollbooks and printers.
5	➤ Use the stylus to tap the prompt  displayed on the Pollbook screen.
6	➤ Verify the precinct information displayed when the “Log In” screen appears is correct. ➤ If the correct precinct is not shown, notify a Chief immediately. Do not proceed with a Pollbook that does not display the correct information.
7	➤ Tap the  button. ➤ If a prompt appears that reads “The printer is not connected or powered up. Check printer power and USB cable connections,” ensure your printer is ON and connected to a power source as well as to the Pollbook.
8	➤ The Main Screen with Manage Polls tab (upper left tab on the screen) will appear. ➤ Verify the “Poll Status” on the right side displays “CLOSED” in a red box. ➤ On the left side, the “Statistics” section has three tabs: Ballots, Voters, and Same Day Registration (SDR) Counts. ➤ The “Ballots” tab will be displayed. Verify the numbers are all set to zero. ➤ Tap the “Voters” tab and verify those numbers are all set to zero. ➤ Tap the “SDR Counts” tab and verify those numbers are all set to zero. ➤ Verify the “Voted” totals at the bottom of the screen are zero. ➤ If any number is not zero, notify a Chief immediately. Do not proceed with a Pollbook that does not display zero for every Ballots, Voters, or SDR Counts entry.
9	➤ Check the date and time displayed in the lower right corner of the Pollbook. ➤ If the date is wrong or the time is off by more than 5 minutes, notify a Chief for instructions to reset the Pollbook clock.
10	➤ At 6:50 AM, tap the button  . ➤ If either of the following messages appear after attempting to open the polls, notify a Chief immediately: - “The polls cannot be opened because a bulk update has not been performed.” OR - “The polls cannot be opened because the date on this unit’s clock does not match the Election Date.”
11	➤ Answer Yes or No to the following prompt, “Is the time displayed on the clock on this unit accurate?”

Opening and Closing the Electronic Pollbook

Tuesday Morning Election Day	
	<ul style="list-style-type: none">- If the time is accurate tap “Yes” and proceed to the next step. <p style="text-align: center;">OR</p> <ul style="list-style-type: none">- If the time is not accurate tap “No”. Notify a Chief Judge to input correct date and/or time from their cell phone.
12	<ul style="list-style-type: none">➤ A pop-up window will appear. Make sure “Print Ballot Counts” and “Print Voter Counts” boxes are both checked and tap “Continue.”
13	<ul style="list-style-type: none">➤ Both the “Consolidated Voter Counts” and “Consolidated Ballot Counts” reports will print. Verify that all numbers are zero.➤ A bi-partisan team must sign both reports and attach them to the <i>Electronic Pollbook Integrity Report</i>.
14	<ul style="list-style-type: none">➤ Reconnect the network hub’s power cord.➤ Verify Pollbook networking status: check for blinking up/down arrows on the lower right.
15	<ul style="list-style-type: none">➤ Tap the “Issue Ballots” tab.
16	<ul style="list-style-type: none">➤ Tap  button. A keyboard screen appears.
17	<ul style="list-style-type: none">➤ At 7:00 AM, after the Chief Judge announces that the “polls are now open,” start checking voters in following the Check-In Job Guide.

Opening and Closing the Electronic Pollbook

Closing the Electronic Pollbook

After the Election, Tuesday Night	
STEP	ACTIVITY
A bipartisan team of judges must complete the following steps together.	
Follow Step 1 for all Pollbooks	
1	➤ From the “Find Voters” screen tap  button.
Print the Closing Totals Verification Reports from one Pollbook.	
2	<ul style="list-style-type: none"> ➤ Tap the “Manage Polls” tab. ➤ Tap the  button. ➤ A pop-up window will appear. Make sure “Print Ballot Counts” and “Print Voter Counts” boxes are both checked and tap “Continue.” ➤ The “Poll Status” changes from “Opened” (green) to “Closed” (red). ➤ A bi-partisan team must sign both reports and attach them to the <i>Electronic Pollbook Integrity Report</i>. ➤ Save reports for Step 5.
3	<ul style="list-style-type: none"> ➤ Tap the  button; prompt appears on the screen. ➤ Tap the  button. ➤ The Pollbook will return to the “Launch” screen. Turn off Pollbook.
Complete Closing Paperwork	
4	<ul style="list-style-type: none"> ➤ Obtain the <i>Closing Summary Report</i>, the <i>Electronic Pollbook Integrity Report</i>, and new red lock seals from a Chief. ➤ Use the <i>Consolidated Voter Counts Report</i> to complete the Ballots Issued section of the <i>Closing Summary Report</i>. Instructions are on the form. ➤ Paperclip both reports printed from the Pollbook to the <i>Electronic Pollbook Integrity Report</i>.
5	➤ Unplug and disconnect each Pollbook, printer, network hub, cable, and cord.
6	<ul style="list-style-type: none"> ➤ For each Pollbook: <ul style="list-style-type: none"> • Record the number of a new red lock seal on the <i>Electronic Pollbook Integrity Report</i> under Closing column # 7 “New Outer Seal #”. (Match state asset tag number on report to number on Pollbook.) • Place the numbered red lock seal with the Pollbook. ➤ Give the <i>Electronic Pollbook Integrity Report</i> (with attached reports) to a Chief.
Pack Equipment	
7	<ul style="list-style-type: none"> ➤ For each Pollbook: <ul style="list-style-type: none"> • Replace the stylus. • Place Pollbook in its case with its yellow taped and labeled power cord and brick. • Lock the Pollbook case with the red lock seal. ➤ Place printers in the printer case along with the blue taped power bricks, cords, and USB cables.

Opening and Closing the Electronic Pollbook

After the Election, Tuesday Night	
STEP	ACTIVITY
8	➤ Place the Network Hub in its printer case along with its power cord and the power strips.
9	➤ Place Pollbook and printer cases with the election materials to be returned to the Board of Elections.

2016 Election Judges' Manual



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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.