

## Forms and Actions – a Timeline

### Monday Night

✓	Time	Form or Action	Source	End Monday Night
	<b>6:30 pm</b>	Conduct Monday night meeting with judges.		
		<i>Monday Night Roster</i> (all Judges must sign)	Envelope w/supply pickup	<b>Chief Binder</b>
		<i>Cart Integrity Report</i>	Transfer Cart	Transfer Cart
		Inventory each bag by its checklist.	Checklist in each bag	Checklist in each bag
		<i>Electronic Pollbook Integrity Report</i> (Opening portion, all but zero report)	Printer Case	<b>Chief Binder</b>
		<i>Provisional Ballot Certificate – Opening</i> (verify seals, count ballots)	<b>Chief Binder</b>	<b>Chief Binder</b>
		<i>Ballot Marking Device (BMD) Integrity Report</i> (verify seals, serial number)	<b>Chief Binder</b>	<b>Chief Binder</b>
		<i>Scanning Unit Integrity Report – Opening</i> (verify outer seals)	<b>Chief Binder</b>	<b>Chief Binder</b>
		<i>Ballot Certificate</i> (Opening portion)	<b>Chief Binder</b>	<b>Chief Binder</b>
		Ensure EPBs, printers, BMD, Scanning Unit plugged in and charging.		
		Set up equipment, supplies, and tables. Post interior signs.	<b>Red, Green, Orange</b> and <b>Blue</b> Bags	<b>Red, Green, Orange</b> and <b>Blue</b> Bags
		Test phone for incoming and outgoing calls. If cell phone, take home and charge.		
		Re-secure critical items in red bag, orange bag, or cart. Re-secure cart.		
		Call BOE (240-777-8543) when precinct is set and ready.		

## Forms and Actions – a Timeline

### Election Day – Tuesday Morning Opening

✓	Time	Form or Action	Source	End of Day
	<b>6:00 am</b>	Ensure all Judges receive name badges, label with name and precinct.	Green Bag	Green Bag
		<i>Election Judge Payroll Sheet</i> (all Judges must sign)	Envelope w/supply pickup	Chief Binder
		Administer Oath for Judges who have not already signed it per BOE. Use <i>Rules of Security Behavior for All Type of Election Judges</i> .	Document Jacket	Document Jacket
		<i>Cart Integrity Report</i>	Transfer Cart	Transfer Cart
		<i>EPB Integrity Report</i> (Opening portion, add zero reports, sign)	Chief Binder	Chief Binder
		<i>Provisional Ballot Certificate – Opening</i> (re-verify seals, break seal)	Chief Binder	Chief Binder
		<i>(BMD) Integrity Report</i> (re-verify seals, serial number, add new seal)	Chief Binder	Chief Binder
		Turn on BMD, test audio		
		<i>Scanning Unit Integrity Report - Opening</i> (re-verify outer seals, complete)	Chief Binder	Chief Binder
		<i>Key Concerns Checklist</i> (Begin; complete after Polls close.)	Chief Binder	Chief Binder
		Post exterior signs. (Place VOTE HERE sign at road.)	Blue Bag, (with booths)	Blue Bag, (with booths)
		Place <i>Voter Authority Card Envelope</i> , one on each Scanning Unit (can be emptied and then re-used).	Green Bag	Green Bag
		Place Ballots and Ballot Activation Cards on Ballot Issuing Table.	Blue Ballot Transfer Bins	Voted – Blue Ballot Transfer Bins Unvoted - Cart
		Place Privacy Sleeves and <i>Spoiled Ballot Envelope</i> on Ballot Issuing Table.	Green Bag	Red Bag
		Place <i>Spoiled Ballot Log</i> on Ballot Issuing Table.	Chief Binder	Chief Binder
		<i>Polling Room Sign-In Sheet</i> (for visitors)	Chief Binder	Chief Binder

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### Election Day – Tuesday Morning Opening

✓	Time	Form or Action	Source	End of Day
	<b>6:30 am</b>	Challenger and Watchers must enter Polling Place and must present <i>Challenger and Watcher Certificate</i> AND sign <i>Polling Room Sign-In Sheet</i> by 6:30 am, or wait until the poll opens to the public at 7 am).	Challenger/Watcher presents Certificate	<b>Chief Binder</b> , or log information
		Post Zero reports from each Scanning Unit, viewable by public.	Printed by Scanning Unit	Leave posted
	NO Later Than <b>6:50 am</b>	Open the polls on the Pollbooks		
	NO Later Than <b>7:00 am</b>	Call Board of Elections to inform that the polling place is ready to open (240-777-8543).		
	<b>7:00 am</b>	Begin checking in voters.		
	<b>7:00 am</b>	Give <i>Wait Time Card</i> to last voter in line at 7:00 am (note on <i>Key Concerns</i> ).	<b>Chief Binder</b>	<b>Chief Binder</b>
	<b>7:00 am</b>	Open the precinct doors.		
		Place <i>Canceled VAC Log</i> and <i>Canceled VAC Envelope</i> on Chief Judge table.	<b>Chief Binder</b>	<b>Chief Binder</b>
		Place <i>Election Judge Sign-Up Sheet</i> on information table.	<b>Chief Binder</b>	<b>Chief Binder</b>

## Forms and Actions – a Timeline

### Election Day – Between Opening and Closing

✓	Time	Form or Action	Source	End of Day
		<i>Chief Judge Election Day Log</i> (as needed)	Chief Binder	Chief Binder
		<i>Spoiled Ballot Log</i> (as needed)	On ballot issuing table	Chief Binder
		<i>Voter Authority Card</i> (sticker on VAC box)	On VAC box	On VAC box
		VAC box	Green Bag	Red Bag
		<i>Provisional Ballot Application and Instructions</i>	Orange Bag	Used – <span style="color: orange;">Orange</span> Ballot Transfer Bag Unused – <span style="color: orange;">Orange</span> Bag
		<i>Precinct Chain of Custody Form, Blue Ballot Transfer Bins</i> (Record blue bins' seal numbers when filled bins are sealed.)	Chief Binder	<ul style="list-style-type: none"> <li>• White copy – BOE</li> <li>• Yellow Copy – Transport Team</li> <li>• Pink copy – Chiefs</li> </ul>
		<i>Polling Room Sign-In Sheet</i> (for visitors)	Chief Binder	Chief Binder
	<b>11:00 am</b>	Post <i>Precinct Unofficial Turnout Report</i> (note on <i>Key Concerns Checklist</i> ).	Chief Binder	Leave Posted
	<b>4:00 pm</b>	Post <i>Precinct Unofficial Turnout Report</i> (note on <i>Key Concerns Checklist</i> ).	Posted at 11:00 am	Leave Posted
		<i>Election Judge Payroll Sheet</i> (Closing Judges must sign.)	Chief Binder	Chief Binder
		<i>Key Concerns Checklist</i> (continue, complete after Polls close.)	Chief Binder	Chief Binder

## Forms and Actions – a Timeline

### Election Day – Between Opening and Closing

**If Needed** (completed forms placed in designated envelope – unused forms returned as noted on supply bag checklists)

✓	Time	Form or Action	Source	End of Day
		<i>Spoiled Provisional Ballot Envelope</i>	Orange Bag	Orange Bag
		<i>Chief Judge Canceled VAC Log and Canceled VAC Envelope</i>	Chief Binder	Chief Binder
		<i>Voter Assistance Form (pad) (English/Spanish)</i>	Green Bag	Used -Document Jacket Unused – Green Bag
		<i>Certificate of Participation (pad)</i>	Green Bag	Used -Document Jacket Unused – Green Bag
		<i>Voter Update Form (English/Spanish)</i>	Green Bag	Used -Document Jacket Unused – Green Bag
		<i>Affidavit for Challenger and Challenged Voter (English/Spanish)</i>	Document Jacket	Used -Document Jacket Unused – Green Bag
		<i>Voter Registration Application</i>	Green Bag	Used -Document Jacket Unused – Green Bag
		<i>Rules of Security Behavior for All Election Judges</i>	Document Jacket	Document Jacket
		<i>Voting Equipment Tamper Tape/Security Seal Removal Report</i>	Chief Binder	Chief Binder
		<i>Challenger and Watcher Certificate</i>	Challenger/Watcher presents Certificate	Chief Binder, or log information
		<i>Electronic Pollbook Integrity Report (During portion)</i>	Chief Binder	Chief Binder

## Forms and Actions – a Timeline

### Election Day – After Polls close (all voters have completed voting and left precinct)

✓	Time	Form or Action	Source	End of Day
		<b>Close Down Scanning Units</b>		
	As soon as practicable	<i>Scanning Unit Integrity Report - Closing</i>	<b>Chief Binder</b>	<b>Chief Binder</b>
	As soon as practicable	Produce 3 Results Reports	Scanning unit prints	1- Red Memory Stick Security Bag 2- Black Memory Stick Security Bag 3- Post for Public
	As soon as practicable	<i>Precinct Chain of Custody Form – VOP-D, Black Memory Stick Security Bag</i>	<b>Chief Binder</b>	White copy – BOE Yellow Copy – VOPD Pink copy – Chiefs
	As soon as practicable	<i>Precinct Chain of Custody, for Blue Ballot Transfer Bins- VOP-D</i>	<b>Chief Binder</b>	White copy – BOE Yellow Copy – VOPD Pink copy – Chiefs
		Enter Total Public Count on <i>Closing Summary Report</i> (Line 4).		<b>Chief Binder</b>
		Post one <i>Results Report</i> from each Scanning Unit.	Scanning unit prints	Leave posted
		<i>Precinct Chain of Custody Form – Closing Judges, Red Memory Stick Security Bag</i>	<b>Chief Binder</b>	<b>Chief Binder</b>
		<b>Voter Authority Cards</b>		
		Remove <i>VAC Envelope</i> from Scanning Unit.	On scanning unit	(Empty) – <b>Green</b> Bag
		Complete <i>Voter Authority Card</i> sticker on top of VAC boxes.	<b>Chief Binder</b>	<b>Chief Binder</b>
		Complete <i>Voter Authority Card Worksheet</i> .	<b>Chief Binder</b>	<b>Chief Binder</b>
		Enter VAC data on <i>Scanning Unit Integrity Report - Closing</i> (Column D) and on <i>Closing Summary Report</i> (Line 10).		<b>Chief Binder</b>
		<b>Close down Pollbooks</b>		
		<i>Electronic Pollbook Integrity Report</i> (closing portion)	<b>Chief Binder</b>	<b>Chief Binder</b>

## Forms and Actions – a Timeline

### Election Day – After Polls close (all voters have completed voting and left precinct)

✓	Time	Form or Action	Source	End of Day
		Attach one EPB Consolidated Ballot and Consolidated Voter Counts Report.	EPB printed reports	Attach to <i>Electronic Pollbook Integrity Report</i>
		Enter Ballots Issued information on <i>Closing Summary Report</i> (Lines 1 & 2).	EPB printed reports	<b>Chief Binder</b>
		<b>Close down Provisional Area</b>		
		<i>Provisional Ballot Closing Certificate</i>	<b>Chief Binder</b>	<b>Chief Binder</b>
		Place <i>Provisional VAC Envelope</i> in Red Document Folder.	On Provisional Table	<b>Chief Binder</b>
		Enter Provisional data on <i>Closing Summary Report</i> (Lines 5, 9, and 11).	Provisional Ballot Closing Certificate	<b>Chief Binder</b>
		<b>Close down Ballot Issuing Table</b>		
		<i>Ballot Certificate</i> (closing portion)	<b>Chief Binder</b>	<b>Chief Binder</b>
		<i>Spoiled Ballot Log</i> (Total each ballot style by page #, enter on <i>Ballot Certificate</i> .)	On Ballot Issuing Table	<b>Chief Binder</b>
		Enter ballot data on <i>Closing Summary Report</i> (Line 7 and 8).		<b>Chief Binder</b>
		<b>Close down Ballot Marking Device</b>		
		<i>Ballot Marking Device (BMD) Integrity Report</i>	<b>Chief Binder</b>	<b>Chief Binder</b>
		<b>Remove precinct materials from room and area</b>		
		Remove interior signs.	Polling area walls	<b>Blue</b> sign bag
		Retrieve exterior signs.	Parking lot	<b>Blue</b> sign bag

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### Election Day – After Polls close (all voters have completed voting and left precinct)

✓	Time	Form or Action	Source	End of Day
		Retrieve “Vote Here “sign.	At the road	With the voting booths
		Pack bags according to checklists.	In bags	Recycle checklists
		<b>Complete Chief Judge Reports</b>		
		<i>Closing Summary Report</i>	Chief Binder	Chief Binder
		<i>Chief Judge Election Day Log (if needed to explain Closing Summary Report)</i>	Chief Binder	Chief Binder
		<i>Canceled VAC Log (Enter number of Canceled VACs on Closing Summary Report, Line 13.)</i>	Cancelled VAC Envelope	Chief Binder
		<i>Precinct Chain of Custody for Black Memory Stick Security Bag-VOP-D</i>	Chief Binder	<ul style="list-style-type: none"> <li>• White copy – BOE</li> <li>• Yellow Copy – VOP-D</li> <li>• Pink copy – Chiefs</li> </ul>
		<i>Precinct Chain of Custody, for Blue Ballot Transfer Bins- VOP-D</i>	Chief Binder	<ul style="list-style-type: none"> <li>• White copy – BOE</li> <li>• Yellow Copy – VOP-D</li> <li>• Pink copy – Chiefs</li> </ul>
		<i>Precinct Chain of Custody for Red Memory Stick Security Bag-Closers</i>	Chief Binder	<ul style="list-style-type: none"> <li>• White copy – BOE</li> <li>• Yellow Copy – Closing Judges</li> <li>• Pink copy – Chiefs</li> </ul>
		<i>Key Concerns Checklist</i>	Chief Binder	Chief Binder
		<i>Cart Integrity Report</i>	Transfer Cart	Transfer Cart
		Notify building manager when leaving.		