

CHIEF JUDGE CHECKLIST: ELECTION DAY

TECHNICAL HELP DESK: 240-777-8543

*****USE THE CHECKLISTS AND JOB GUIDES*****

GENERAL

- Use all of your resources: the *Job Guides*, the *Checklists*, the *Quick Start Toolkit*, and the *Election Judges' Manual*. Using the printed resources will keep you within the law.
- If you are unsure of a procedure or solution even after consulting the printed resources, **do NOT guess** – call your Roamer. If the roamer does not or cannot answer, call the Help Desk [(240)-777-8543].
- Follow the chain of command. As Chief Judge, you are in charge of the precinct team. Roamers are there to assist you, but they are also authorized to correct **ANY** judge that is observed doing something blatantly procedurally incorrect. You are expected to follow the directions of the roamer and the Election Judge Coordinator.

ELECTION DAY – MORNING, BEFORE THE POLLS OPEN

- Turn on your own cell phone by 5:30 AM.** (Leave it on until midnight.)
- Ensure the precinct phone is on and working when you arrive.
- Ensure that **no judge is wearing political attire.**
- Place the **“VOTE HERE” sign** at the road side near the driveway entrance to the polling place. It must be visible to drivers on the main road.
- If your **keys** do not work, use the co-chief's keys. If those keys do not work, call your roamer. If you cannot reach your roamer, call the Help Desk.
- Perform opening procedures for voting equipment and pollbooks.
- Place **tamper tape** over the keyhole of the locked compartment on the Ballot Marking Device.
- If you mishandle a tamper tape and see the letters “void” on the tape, use new tape.
- When you are ready to open**, call the Help Desk (240) 777-8543. Leave a message if no one answers. You must make this phone call prior to 7 am.

ELECTION DAY – DURING VOTING HOURS

- Chiefs may take breaks**, but not together. Breaks should not coincide with an anticipated voter rush. Notify your co-chief if a rush occurs while they are on a break.
- Call (240) 777-8580 for voter registration issues only.
- Go outside to check on signs and electioneering boundaries** as necessary during the day. Other judges may also check signs and boundaries at your discretion – note doing so in the *Chief Judge Election Day Log*.

- Ensure **no judge uses any electronic device** (except election equipment) in the precinct.
- Sign in all visitors** to the polling place – including BOE staff and Board members, League of Women Voters, media, technical support persons, challengers and watchers.
- Do not allow judges to look up voters on the Pollbook unless the voter is standing in front of them ready to vote. **Do not allow use of the Pollbooks to look up friends, family, neighbors, etc.**
- Every couple of hours **check the AC/battery status** on Pollbooks, the Ballot Marking Device, and the Scanning Unit. If the equipment is on battery power, check connections.
- If an **election judge leaves the polling place before being officially dismissed**, notify the recruiter. The recruiter will take appropriate action.
- Post voter turnout results from the pollbook at 11 am and 4 pm.
- Complete both sides of two sided forms (like the *Provisional Ballot Application and Instructions*).
- Key Concerns Checklist**
 - Initial or check-off the items as you complete them during the day.
 - Actions noted on the *Key Concerns Checklist* need not also be noted in the *Chief Judge Election Day Log*.
- Chief Judge Election Day Log**
 - Enter all irregularities associated with voting (e.g. Scanning Unit jammed, Pollbook screen froze, VOP asked for ID, etc.)
 - Enter all events not directly associated with voting (visit from media, voter got ill, ambulance called, voter complaint)
- Chief Judge Problem VAC Log**
 - Place canceled VACs in Problem VAC envelope. Write “Canceled” on the VAC and attached the canceled VAC stub (automatically printed when a VAC is canceled). Explain why the VAC was canceled in the *Chief Judge Problem VAC Log* – (wrong voter, voter left, voter had to vote provisionally, etc.)
 - If voter who was issued a VAC walks away without voting, try to retrieve and cancel the VAC. Note in the *Chief Judge Problem VAC Log* even if you cannot find the VAC.
 - In general: cancel any VAC that will not be associated with a cast ballot.
- Check-In Area**
 - Do not allow any judge to ask for a voter’s ID at check-in unless the Pollbook says “**Active – ID Required**” or “**Inactive – ID Required**”. If there is the instruction and the voter presents appropriate ID, complete the *Voter Update Form*.
 - If the voter provides their ID at check-in, judges may look at it (to help them to find the voter in the EPB) but the voter must state their information orally. If the voter is unable to speak, they may write it on a piece of paper. Make sure voters in line know they are not expected to produce any ID.
 - Ensure your judges verify the voter’s address on the “Voter Record” screen, **not** on the “Find Voter” screen.
 - Issue provisional voters a Pollbook VAC (voter is in Pollbook) OR an orange VAC (voter is not in the Pollbook), but never both.
 - Do not use the *Voter Update Form* if the voter will vote provisionally. The *Provisional Ballot Application* will capture the necessary information.

- If a voter is not found by the 4-3 + DOB method, expand search to state roster. If the voter is still not found, search for the voter by address. Only then should a chief be called to confirm the voter is not in the Pollbook and to issue an orange *Voter Authority Card*. Chiefs should hold the orange *Voter Authority Cards* during the day.
- The “**Voted Early**” status only appears in the roster for the voter’s home precinct and they must vote provisionally. If the voter voted early but is out of precinct, the “**Voted Early**” status will not appear. They must vote provisionally anyway and the early vote will be found during research at the BOE.
- If a regular VAC is issued but then it is determined that the voter must vote provisionally, cancel the original *Voter Authority Card* in the Pollbook, issue a provisional VAC, and note in the *Chief Judge Canceled VAC Log*. Do not use an orange VAC – the voter is in the Pollbook. Orange VACs are reserved for voters NOT in the Pollbook.
- Do not line out incorrect information on a voter’s VAC. Use the *Voter Update Form* or, if the voter is voting provisionally, the *Provisional Ballot Application* will capture the correct information.

Provisional Area

- If you use all the ballots from a pad of provisional ballots, put the stub in the orange supply bag. **Do not discard.**
- Monitor supply of provisional ballots.
- Call the BOE when you have fewer than 10 ballots on the last pad.

Ballot Issuing Table, Voting Area, Scanning Unit, Ballot Marking Device

- Ensure that judges do not handle a voter’s ballot after it is issued.
- Ensure that the Ballot Issuing Table and the Scanning Unit are continuously attended.
- At the Ballot Marking Device, ensure judges first select the correct ballot and then step aside.
- Judge at the Scanning Unit should put VACs in envelope as flat as possible.
- For a primary, sort VACs by party, then count and paper clip in stacks of 25. Place in VAC box.
- Do not allow judges to fold, rubber band, or staple *Voter Authority Cards*.

ELECTION DAY – AFTER THE POLLS CLOSE

- Begin closing activities only after the last voter has left
- Chiefs must close the Scanning Unit. Other judges may assist.
- Close the Scanning Unit first. Ensure the VOP-D leaves as soon as practicable with:
 - the black memory stick and the second results tape secured inside the Black Memory Stick Security Bag and
 - the *Precinct Chain of Custody Form – VOP-D*.
 - Ensure VOP-D turned on cell phone.
- Complete both sides of two sided forms (like the *Key Concerns Checklist*).
- Reconciling VACs and votes:
 - At the end of the election, there should be a one to one correspondence between VACs and votes.
 - The number of Pollbook VACs in the *Voter Authority Card* Box should equal the number of votes cast at the Scanning Unit and the number of regular ballots issued at the Pollbooks. (Lines 1, 4, and 11 of the *Closing Summary Report*.) If they do not agree, explain in the *Chief Judge Election Day Log*.
 - The number of provisional Pollbook and orange VACS should equal the number of provisional ballots cast.

- Make sure that your Closers leave with all materials listed on the *Precinct Chain of Custody Form – Closing Judges*. If any item is left behind, you may be required to meet your roamer at the precinct very late at night to retrieve the missing item.
- Remind the Closers to turn on their cell phones before they leave the precinct.
- Chiefs may dismiss judges when the precinct is closed and tidied. Chiefs must remain in the precinct until the Blue Ballot Transfer Bins are picked up by the Ballot Transfer Bin team.