

Forms and Actions – a Timeline

Monday Night

✓	Time	Form or Action	Source	End Monday Night
	6:30 pm	Conduct Monday night meeting with judges.		
		<i>Monday Night Roster</i> (all Judges must sign)	Envelope w/supply pickup	Red Document folder
		<i>Cart Integrity Report</i>	Red Document folder	Red Document folder
		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	Red Document folder
		<i>Provisional Ballot Certificate – Opening</i> (verify seals, count ballots)	Red Document folder	Red Document folder
		<i>Ballot Marking Device (BMD) Integrity Report</i> (verify seals, serial number)	Red Document folder	Red Document folder
		<i>Scanning Unit Integrity Report – Opening</i> (verify outer seals)	Red Document folder	Red Document folder
		<i>Ballot Certificate</i> (Opening portion)	Red Document folder	Red Document folder
		Ensure EPBs, printers, BMD, Scanning Unit plugged in and charging.		
		Set up equipment, supplies, and tables. Post interior signs.	Red, Green, Orange and Blue Bags	Red, Green, Orange and Blue 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.		

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Election Day – Tuesday Morning Opening

✓	Time	Form or Action	Source	End of Day
	6:00 am	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	Red Document folder
		Administer Oath for Judges who have not already signed it. Use <i>Rules of Security Behavior for All Type of Election Judges</i> .	Document Jacket	Document Jacket
		<i>Cart Integrity Report</i>	Red Document folder	Red Document folder
		<i>EPB Integrity Report</i> (Opening portion, add zero reports, sign)	Red Document folder	Red Document folder
		<i>Provisional Ballot Certificate – Opening</i> (re-verify seals, break seal)	Red Document folder	Red Document folder
		<i>(BMD) Integrity Report</i> (re-verify seals, serial number, add new seal)	Red Document folder	Red Document folder
		Turn on BMD, test audio.		
		<i>Scanning Unit Integrity Report - Opening</i> (re-verify outer seals, complete)	Red Document folder	Red Document folder
		<i>Key Concerns Checklist</i> (Begin; complete after Polls close.)	Red Document folder	Red Document folder
		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.	Red Document folder	Red Document folder
		<i>Polling Room Sign-In Sheet</i> (for visitors)	Red Document folder	Red Document folder

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Election Day – Tuesday Morning Opening

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

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)	Red Document folder	Red Document folder
		<i>Spoiled Ballot Log</i> (as needed)	On ballot issuing table	Red Document folder
		<i>Voter Authority Card</i> (sticker on VAC box)	On VAC box	On VAC box
		VAC box	Green Bag	Red Bag
		<i>Provisional Ballot Tally Sheet</i>	Red Document Folder	Red Document Folder
		<i>Provisional Ballot Application and Instructions</i>	Orange Bag	Used – Orange Ballot Transfer Bag Unused – Orange Bag
		<i>Precinct Chain of Custody Form, Blue Ballot Transfer Bins</i> (Record blue bins' seal numbers as bins filled and sealed.)	Red Document Folder	<ul style="list-style-type: none"> • White copy – BOE • Yellow Copy – Transport Team • Pink copy – Chiefs
		<i>Polling Room Sign-In Sheet</i> (for visitors)	Red Document folder	Red Document Folder
	11:00 am	Post <i>Precinct Unofficial Turnout Report</i> (note on <i>Key Concerns Checklist</i>).	Red Document Folder	Leave Posted
	4:00 pm	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.)	Red Document Folder	Red Document Folder
		<i>Key Concerns Checklist</i> (continue, complete after Polls close.)	Red Document Folder	Red Document Folder

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>	Red Document Folder	Red Document Folder
		<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>	Red Document Folder	Red Document Folder
		<i>Challenger and Watcher Certificate</i>	Challenger/Watcher presents Certificate	Red Document Folder, or log information
		<i>Electronic Pollbook Integrity Report (During portion)</i>	Red Document folder	Red Document folder

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
		Close Down Scanning Units		
	As soon as practicable	<i>Scanning Unit Integrity Report - Closing</i>	Red Document folder	Red Document folder
	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>	Red Document folder	White copy – BOE Yellow Copy – VOP-D Pink copy – Chiefs
		Enter Total Public Count on <i>Closing Summary Report</i> (Line 4).		Red Document folder
		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>	Red Document folder	Red Document folder
		Voter Authority Cards		
		Remove <i>VAC Envelope</i> from Scanning Unit.	On scanning unit	(Empty) – Green Bag
		Complete <i>Voter Authority Card</i> sticker on top of VAC boxes.	Red Document folder	Red Document folder
		Complete <i>Voter Authority Card Worksheet</i> .	Red Document folder	Red Document folder
		Enter VAC data on <i>Scanning Unit Integrity Report - Closing</i> (Column D) and on <i>Closing Summary Report</i> (Line 11).		Red Document folder
		Close down Pollbooks		
		<i>Electronic Pollbook Integrity Report</i> (closing portion)	Red Document folder	Red Document folder

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 prints	Attach to <i>Electronic Pollbook Integrity Report</i>
		Enter Ballots Issued information on <i>Closing Summary Report</i> (Lines 1 & 2).		Red Document folder
		Close down Provisional Area		
		<i>Provisional Ballot Tally Sheet</i>	On Provisional Table	Red Document folder
		<i>Provisional Ballot Closing Certificate</i>	Red Document folder	Red Document folder
		Place <i>Provisional VAC Envelope</i> in Red Document Folder.	On Provisional Table	Red Document folder
		Enter Provisional data on <i>Closing Summary Report</i> (Lines 5, 8, and 12).		Red Document folder
		Close down Ballot Issuing Table		
		<i>Ballot Certificate</i> (closing portion)	Red Document folder	Red Document folder
		<i>Spoiled Ballot Log</i> (Total each ballot style, enter information on <i>Ballot Certificate</i> .)	On Ballot Issuing Table	Red Document folder
		Enter ballot data on <i>Closing Summary Report</i> (Line 7).		Red Document folder
		Close down Ballot Marking Device		
		<i>Ballot Marking Device (BMD) Integrity Report</i>	Red Document folder	Red Document folder
		Remove precinct materials from room and area		
		Remove interior signs.	Polling area walls	Blue sign bag
		Retrieve exterior signs.	Parking lot	Blue 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
		Complete Chief Judge Reports		
		<i>Closing Summary Report</i>	Red Document folder	Red Document folder
		<i>Chief Judge Election Day Log (if needed to explain Closing Summary Report)</i>	Red Document folder	Red Document folder
		<i>Canceled VAC Log (Enter number of Canceled VACs on Closing Summary Report, Line 14.)</i>		Red Document folder
		<i>Precinct Chain of Custody for Red Memory Stick Security Bag-Closers</i>	Red Document folder	<ul style="list-style-type: none"> • White copy – BOE • Yellow Copy – Closing Judges • Pink copy – Chiefs
		<i>Precinct Chain of Custody, Blue Ballot Transfer Bins</i>	Red Document folder	<ul style="list-style-type: none"> • White copy – BOE • Yellow Copy – Closing Judges • Pink copy – Chiefs
		<i>Key Concerns Checklist</i>	Red Document folder	Red Document folder
		<i>Cart Integrity Report</i>	Red Document folder	Red Document folder
		Wait for Ballot Bin Transfer Team to pick up Blue Ballot Bins.		
		Notify building manager when leaving.		