Chapter 5 – Chief Judges

5-2 **Chief Judges**

General Information

The security of voting materials and equipment is very important. You must follow the rules for chain of custody when picking up and returning voting materials and equipment. This includes the rules for memory sticks, compact flash (CF) cards, passcodes, forms, keys, ballot activation cards, mail-in ballot bag, provisional ballot bag(s), and blue ballot bins that contain voted 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. Make sure the polling place opens on time as required by law. Make sure the polls close properly and all rules are followed.

Election Day Preparation

Contact your fellow chief judge to coordinate the pre-election activities:

Visit Polling Place: At least one chief judge must visit the polling place about one week prior to the election to become familiar with the location. Confirm with the facility staff the pre-election meeting time and the name and phone number of the person who will provide access to the building. Ask about the availability of a refrigerator and microwave for election worker use.

Contact Election Workers: All election judges and student aides must be contacted prior to the pre-election setup meeting. Confirm the meeting time and remind them attendance is mandatory.

Pick-up Precinct Supplies: The Saturday before the election one chief must pick up the precinct's supplies. (The voting equipment and ballots will be delivered to the polling place in advance). Please pick up the supplies during the designated time. You will receive instructions and a "pick-up card" prior to that Saturday to place on the driver's side of the dashboard of your car.

Location to Pick-Up Election Day Supplies:
18753 N. Frederick Avenue
Suite 105, at the rear of the building
Gaithersburg, Maryland 20879

- Attend Chief Judge Briefing: The week before the election, at least one chief judge must attend a virtual pre-election briefing where any updates or changes to election procedures will be presented. There will also be an opportunity to ask general questions. For precinct specific issue, i.e. polling place staffing or layout concerns, please contact your recruiter.

General Responsibilities of Chief Judges

- Manage tasks and activities in the polling place. Call the Montgomery County Board of Elections for any help you may need.

- Supervise election judges.

  o Check that all election judges have arrived and are working to open the polling place on time.
  o Check that all election judges have signed the payroll sheet.
  o Assign duties and break times, especially for meals. Chief judges may fill in for election judges to allow for breaks.

- Make sure that all rules are followed. Rules include the ones in this manual, rules explained during training, and rules sent by the Montgomery County Board of Elections.

- Make sure that the polling place operates in a peaceful, orderly manner.

- Keep an eye on the line of voters waiting to check in and to be given ballots. Also, watch the line of voters waiting for an open voting booth or provisional ballot. Tell the Montgomery County Board of Elections if lines get too long. Voters should never have to wait in line for more than 30 minutes.

- Make sure that **only** voters who are required to present ID are asked to do so.

- Make sure that the election judge who gives a ballot to a voter asks each voter:

  o "Would you prefer to mark your ballot using the ballot marking device, or by hand using a pen?"

- Make sure that the following policy regarding the use of the ballot marking device is followed:

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- Any voter may use a ballot marking device. Do not ask why the voter wants to use one or ask for proof that the voter needs to use it.

- If a voter wants to use a ballot marking device, offer to explain the accessibility features of a ballot marking device.

- Make sure that at least ten (10) voters use a ballot marking device during the day. If ten (10) voters have not used a ballot marking device by 1:00 p.m., direct voters to use a ballot marking device until ten (10) voters have used one. You may not force a voter to use a method of voting that the voter does not wish to use. However, you must ensure that at least ten (10) voters use a ballot marking device during the day. The ten voters requirement applies to the total number of voters on all the ballot marking devices.

● If one method of voting has a longer wait time associated with it, an election judge may inform voters of that fact and offer voters the other method of voting. Help voters as needed.

● Answer questions and give instructions to voters, election judges, the media and challengers and watchers. You are the connection between people in the polling place and the Montgomery County Board of Elections. Refer requests for interviews to the Montgomery County Board of Elections.

● Oversee the provisional voting process. Chief judges are responsible for making sure that voters who are ineligible to vote a regular ballot are offered a provisional ballot. Chief judges are also generally responsible for supervising the provisional voting area and ensuring the security of the provisional ballot bag.

● Supervise the conduct of challengers and watchers and record any voter identity challenges raised by a challenger or watcher. Challengers and watchers must remain in a location in the voting room determined by the chief judges and may only observe and verify voting units and voter numbers under the accompaniment of a chief judge.

● Record any problems, issues, or unusual situations in the *Chief Judges' Election Day Log* including:

- Any problem or alleged problem with the scanning unit and ballot marking device, pollbooks, or other equipment.

- Any issues that may need further investigation or explanation after the election.

- Issues about the behavior of challengers and watchers, election judges, media, electioneers, and voters.

⚠️ ***Be specific when completing the Chief Judges' Election Day Log. Include the voting equipment number and the names of all people involved.***

- Report any possible issues with voting equipment to the Help Desk or the Roamer assigned to the precinct. The Montgomery County Board of Elections may tell you to open the contingency supplies if the voting equipment is not functioning properly.

- Make sure that voters do not leave the polling place with voting equipment, voting supplies, voter authority cards, ballot activation cards, or ballots.

- Check the power supply and the charging status of all voting equipment throughout the day.

- Make sure that tamper tape or security seals are properly attached to the voting equipment, transfer bins, and carts. Make sure the tamper tape is not voided.

- Make sure that all rules and procedures for polling place security and voting equipment security are followed. See *Chapter 2 – Security Rules and Awareness* for more information.

- Make sure that no voting equipment is taken away from the polling place without permission from the Montgomery County Board of Elections. This includes machines that have been shut down.

- **Make sure that all election day forms are properly filled out and signed.**

Inoperable Ballot Marking Device

In the event a Ballot Marking Device becomes inoperable, the chief judge should be notified immediately. The chief judge must immediately report the issue to the Montgomery County Board of Elections so that the machine can be repaired on-site or replaced. The chief judge should inform all judges that the machine is inoperable and provide an estimate of when it will be fixed or

replaced. **The chief judge should also record the instance in the *Chief Judges'* *Election Day Log*.**

Election Judges Who Are Absent

If an election judge does not arrive at the polling place by the time set by the Montgomery County Board of Elections, notify the Montgomery County Board of Elections **immediately**. The Montgomery County Board of Elections will send a replacement election judge as soon as possible. The Montgomery County Board of Elections may instruct you to choose a replacement election judge 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.*

Pre-Election Day Setup

⚠️ *Chief judges are authorized to access the polling place the night before election day. Setup tasks listed below are done the night before election day. Never open the voting equipment or run opening reports from the scanning units or pollbooks until election morning.*

1. Conduct the pre-election meeting the night before the election.

    ● Open the red supply bag to obtain the cart and equipment keys and Chief Judges' Election Day Binder which contains instructions and forms.

    ● Verify the seal numbers on the Ballot and Transfer Cart Security Certificate and open the black transfer cart.

    ● Inform all election workers of any updates to procedures.

    ● Review emergency plans and post the map showing the designated rallying points.

    ● Assign tasks for all election workers.

2. Review the diagram for your polling place. Be sure that the polling place is properly set up. The diagram will be available online three (3) weeks before the election.

- Plan for lines of voters at check-in tables and lines of voters waiting for voting equipment.

- Plan for line management, challengers and watchers, and media.

- Check the locations of the doors, accessible entrances, and electrical outlets.

- Check that all voting equipment has been received.

- Set up your tables, voting booths, and equipment for maximum voter privacy.

- Check the power to the voting equipment and pollbooks.

3. Check that the polling place entrance, <u>including the accessible entrance</u>, will be open for:

- Election judges should set up the polling place the night before election day.

- Voters when voting hours begin. Make sure doors will remain open until closing time.

4. Check that all supplies have been delivered and that the supplies are in good working order. If any supplies are missing contact the Help Desk or Roamer assigned to your precinct.

5. Check that all carts, voting equipment, pollbooks, provisional ballot bags, mail-in 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 *Chief Judges' Election Day Log* and report it to the Montgomery County Board of Elections right away.

Check-in Area

Make sure that:

- Check-in judges have received and read the *Election Day Check-in Job Guide*.

- The pollbooks and printers are set up.

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- All power cords and cables are plugged in. All cords and cables are properly secured or out of the way.

- Check-in table supplies are set up.

Same Day Registration Area

Make sure that:

- The same day registration judges have received and read the *Same Day Registration Job Guide*.

- The barcode scanner is set up and plugged into the pollbook used for same day registration.

- Same Day Registration supplies are set up.

Ballot Issue Area

Make sure that:

- Ballot issuing judges have the Ballot Table Job Guide.

- Ballot tables supplies are set up.

- The correct ballots and ballot activation card have been delivered.

- A privacy screen is set up for voters to spoil ballots.

Voting Area

Make sure that:

- Chief judges will make sure election judges have read job guides for check-in table, ballot table, ballot marking device table, and scanning units.

- All voting equipment and voting booths are set up.

- The ballot marking devices are set up. Headphones and keypad are ready to use.

- All compartments on the scanning unit and ballot marking device are locked. Tamper tape or seals have been applied as required.

- All power cords are plugged in properly. Do not connect the ballot marking device into the power outlet until election morning. All voting equipment supplies are checked and set up.

Provisional Voting Area

Make sure that:

- The provisional judge has received and read the *Provisional Voting Job Guide* .

- All provisional supplies have been checked.

Other Areas

Make sure that:

- All election day signs have been posted.

- The "No Electioneering Zone" has been marked using the pictures provided. An aerial map will be available online three (3) weeks before the election and a printed copy will be available when you pick up the precinct supply bags.
  Accessible parking spaces are marked and open to voters.

- Any other items sent to improve accessibility have been set up.

- There are no obstacles or hazards inside the polling place that could cause injury.

  o Tape down floor mats, rugs, and power cords securely or move them out of the way; and

  o Keep floors dry.

Election Morning Set-up

All tasks are supervised by chief judges.

Arrive at 6:00 a.m.

Make sure you and all the election judges sign the *Payroll Sheet*.

Make sure all election judges put on their name tag.

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Check-in Area

Make sure that:

- The *Ballot Counts Report* and the *Voter Counts Report* have been printed from each pollbook. Attach these signed reports to the *Pollbook Integrity Report*.

- The "Opening" section of the *Pollbook Integrity Report* has been filled out and signed.

Same Day Registration Area

Make sure that:

- The same day registration judges have received and read the *Same Day Registration Judge's Checklist*.

- All same day registration supplies have been checked.

Ballot Issue Area

Make sure that:

- The *Ballot and Transfer Cart Security Certificate* has been filled out and **signed**.

- Ballot issuance supplies have been set up.

- A limited quantity of each ballot style has been pre-loaded into privacy sleeves.

Voting Area

Make sure that:

- Opening procedures are completed.

Scanning Unit

- The ballot transfer bins have been unlocked, opened and placed back into the main ballot box on the scanning units.

- A *Configuration Report* and two (2) *Zero Reports* have printed from each scanning unit.

- Separate the Zero Reports at the signature section.

- Sign both reports.

- Place the first Zero Report (with the Configuration Report still attached) in the Red Memory Stick Security Bag.

- Post the second Zero Report near the outside entrance where the public can see it.

Ballot Marking Device

Make sure that:

- The ballot marking device is set up and turned on. The ballot marking device is ready to use. Headphones and keypad are ready to use.

- All compartments on the scanning unit and ballot marking device are locked. Tamper tape or seals have been applied as required.

- All power cords are plugged in properly.

Provisional Voting Area

Make sure that:

- The provisional judge has received and read the *Provisional Voting Job Guide*.

- All provisional supplies have been checked.

- The opening section of the *Provisional Opening & Closing Certificate* has been filled out.

During Voting Hours Responsibilities

Check-in Area

Make sure that:

- All pollbooks are synchronizing and charging.

- Check-in judges are efficiently processing voters.

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- Check-in judges are alerting chief judges when a voter needs to be issued another voter authority card. Help voters qualified for a provisional ballot, as needed.

- Challengers and watchers have a signed *Challenger and Watcher Certificate*. See the *Instructions and Information for Challengers, Watchers and Other Election Observers* located in the document jacket in the red supply bag for more information.

- Proper steps are followed with challenged voters. Fill out the *Affidavit for Challenger and Challenged Voter* as needed. See *Chapter 4 - People and Activities in the Polling Place* for more information.

- Check-in judges complete the *Voter Update Form* and *Voter Assistance Form* as necessary.

- The "During Voting Hours" section of the *Pollbook Integrity Report is completed* as necessary.

- Help voters when you are asked.

- All voters in line at 8:00 p.m. when the polls close are allowed to check-in.

Same Day Registration Area

Make sure that:

- The barcode scanner is connected to the designated same day registration pollbook.

- Same day registration judges has received the *Same Day Registration Job Guide* and is following the correct procedures.

Ballot Issue Area

Make sure that:

- Ballot issuing judges are matching the ballot style issued to the ballot style on the voter authority card.

- Replacement and spoiled ballots are properly handled

Voting Area

Make sure that:

- All voting equipment is plugged in and charging.

- All tamper tape and security seals are properly applied. Make sure the tamper tape and seals are not voided or damaged.

- The number of voter authority cards that have been collected matches the public count indicated on the scanning unit.

- As directed by the Montgomery County Board of Elections, regularly check the "Public Count" on the scanning unit. Make sure the ballot transfer bin located inside the scanning unit does not get too full.

- All voters in line when the polls are scheduled to close are allowed to vote.

Provisional Voting Area

Make sure that:

- Provisional judges are following the correct procedures.

- Regularly check the supply of provisional ballot applications. Tell the Montgomery County Board of Elections right away when the supply of applications gets low. If you notice the supply of applications are being used quickly, tell the Montgomery County Board of Elections right away.

- Take all provisional voters to the provisional table. Get a ballot for each provisional voter from the ballot issuance table. An appropriately trained election judge may be designated to assist with this task.

- Orange provisional ballot bag is not full. Tell the Montgomery County Board of Elections as early as possible if it looks like you may need another provisional ballot bag.

- Orange provisional ballot bag stays locked and is in a secure location.

- If voting hours are extended by a court order, this will be communicated to you by the Montgomery County Board of Elections. All voters who vote during extended hours must do so by provisional ballot. Provisional ballots cast during extended hours must be kept separate from all other cast provisional ballots.

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Other Areas

Make sure that:

- The accessible parking and the path from the parking lot are clearly marked and do not have any obstacles throughout the day.

- Accessible entrance is unlocked. Make sure the path to the voting room is clearly marked throughout the day.

- Check on the line of voters waiting to vote. Use the line management strategies listed in *Chapter 1 – General Information*.

- Post voter turnout numbers as you are instructed by the Montgomery County Board of Elections. Also call the Montgomery County Board of Elections to give the turnout numbers as instructed.

- Check on activity outside in the "No Electioneering Zone."

- Complete the *Chief Judges' Election Day Log* as needed.

Mail-In Ballot Voters

Voters are allowed to take their voted mail-in ballot in an official envelope to an early voting center or polling place. Voted mail-in ballots will have their own "voted mail-in ballot bag" (similar to the provisional ballot bag). A chief judge will remind voters to sign the ballot envelope where indicated and instruct voters to deposit all mail-in ballots in their possession into the voted mail-in ballot bag. The voted mail-in ballot bag will be taken back to the Montgomery County Board of Elections by the closing judges at the end of voting hours following a chain of custody process.

Fleeing Voters

⚠ *If a voter who was issued a ballot has walked away without casting the ballot, election judges should attempt to find the voter so they can finish casting the ballot.*

When a ballot or ballot activation card <u>and</u> the voter authority card are found, a chief judge must spoil the ballot in the presence of an election judge from a different party. 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.

⚠️ ***Printed ballot activation cards will only show the voter's selections. Therefore, all selections must be covered. Cover all printed barcodes appearing on the ballot activation card.***

1. Put the ballot in the "Spoiled Ballot Envelope."

2. Spoil the voter authority card by writing "Fleeing Voter" across the voter authority card.

3. Cancel the voter authority card by resetting the voter's "Ballot Issue Status" in the pollbook. See *Section "Resetting a Voter's Ballot Issue Status (Chief Judge Only)"* in this chapter.

4. Complete the Cancelled Voter Authority Card (VAC) Log.

5. Put the voter authority card in the "Cancelled VAC Envelope."

   These voters are permitted to check-in to vote if they return later if the voter's "Ballot Issue Status" was reset in the pollbook.

6. Write the incident in the *Chief Judges' Election Day Log*.

If the voter's voter authority card is **not found**, a chief judge must spoil the ballot in the presence of an election judge from a different party. 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.

1. Put the ballot in the "Spoiled Ballot Envelope."

2. Record the incident in the *Chief Judges' Election Day Log*.

3. Do **not** reset the voter's "Ballot Issue Status" in the pollbook.

> *If these voters return to vote, the "Ballot Issue Status" in the pollbook will indicate that a ballot has already been issued to the voter. These voters may only be issued a provisional ballot.*

Resetting a Voter's "Ballot Issued" Status (Cancelling a Voter Authority Card)

Only the chief judge can cancel a voter authority card by resetting a voter's "Ballot Issued" status. When the "Ballot Issued" status is reset, the voter will be able to check in again to vote, if the voter returns.

In all cases, it must be confirmed by the election judges that the voter did not cast their previously issued ballot.

> *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.*

You can reset the "Ballot Issued" status for the following voters:

- Voters who were accidentally checked in under another voter's name ("misidentified voters").

- Voters who tell election judges that they must leave the polling place before marking or casting their ballot. If this voter returns later in the day, the voter may be checked-in to vote.

To reset the voter's "Ballot Issued" status in the pollbook, perform the following steps:

1. Get the ballot or ballot activation card from the voter. If the ballot has not been spoiled, help the voter spoil the ballot.

2. Use the information on the voter authority card to search for the voter's name in the pollbook.

3. Tap on the row of the voter whose "Issued" field is to be changed.

Figure – "Find Voters" Screen on the Pollbook

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

Figure - "Identification" Tab on the Pollbook

5. Tap the "Remove Ballot Issued" button.

Figure – "Remove Ballot Issued" Button on the Pollbook

6. Enter the password and Tap "OK – Perform Supervisor Function."

Figure – "OK – Perform Supervisor Function" Button on the Pollbook

7. Tap the "Remove Ballot Issued" box in the middle of the screen. Make sure that there is a check in the box.

Figure – "Remove Ballot Issued" Box on the Pollbook

8. Tap the "Save Changes" button.

Figure – "Save Changes" Button on the Pollbook

9. Tap "Yes" when the message box appears.

Figure – Message Box on the Pollbook
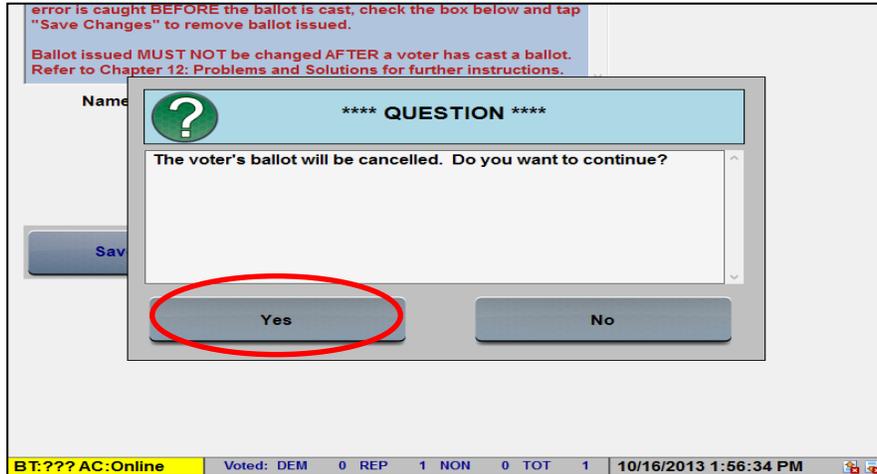
10. A *Cancelled Ballot Confirmation Stub for Voter Authority Card* will print to confirm the cancelled ballot.

   o Put your initials on the confirmation stub and attach it to the cancelled voter authority card. Complete the Cancelled Voter Authority Card (VAC) Log and write "Cancelled" on the voter authority card.

   o Put the cancelled voter authority card in the "Cancelled VAC Envelope."

11. The pollbook will return to the "Identification" tab on the "Voter Record" screen.

12. Tap the "Go Back" button to return to the "Find Voters" screen.

Figure – "Go Back" Button on the Pollbook
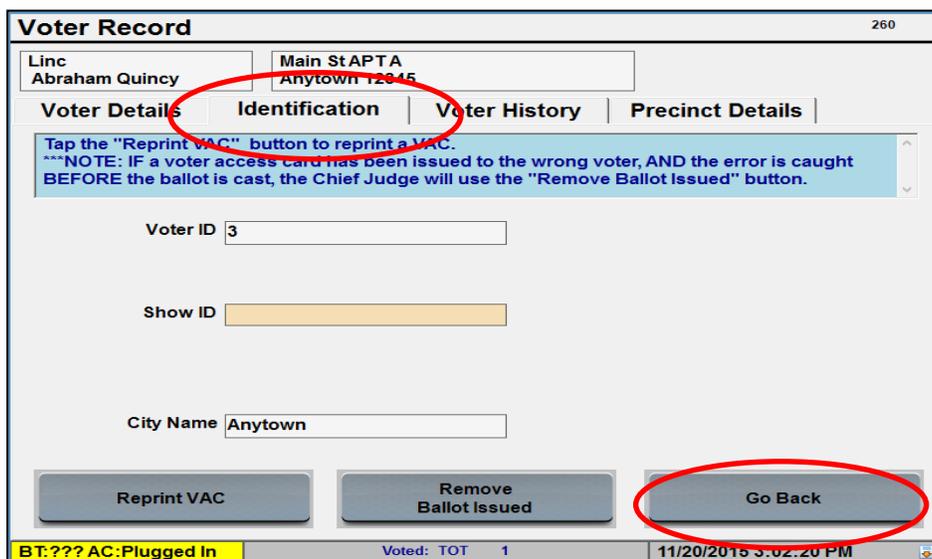
13. Confirm the voter's "Issued" status is "None."

Figure – "Issued" Status is "None" on the Pollbook

o Continue with the check-in process.

o Write down what happened in the *Chief Judges' Election Day Log*.

Voter Turnout Reports

The *Precinct Unofficial Voter Counts Report* must be printed from one of the pollbooks at 11:00 a.m. and 4:00 p.m. You may be instructed to call the Help Desk at the Montgomery County Board of Elections to report the number of voters checked in. The directions for printing the report are also included on the *Precinct Unofficial Turnout Report* located in the Chief Judges' Binder.

1. Tap "Return to Main."

Figure – "Return to Main" on the Pollbook

2. Tap the "Manage System" tab.

Figure – "Manage System" Tab on the Pollbook

3. Tap the "Reports" tab in the middle of the screen.

Figure – "Reports" Tab on the Pollbook
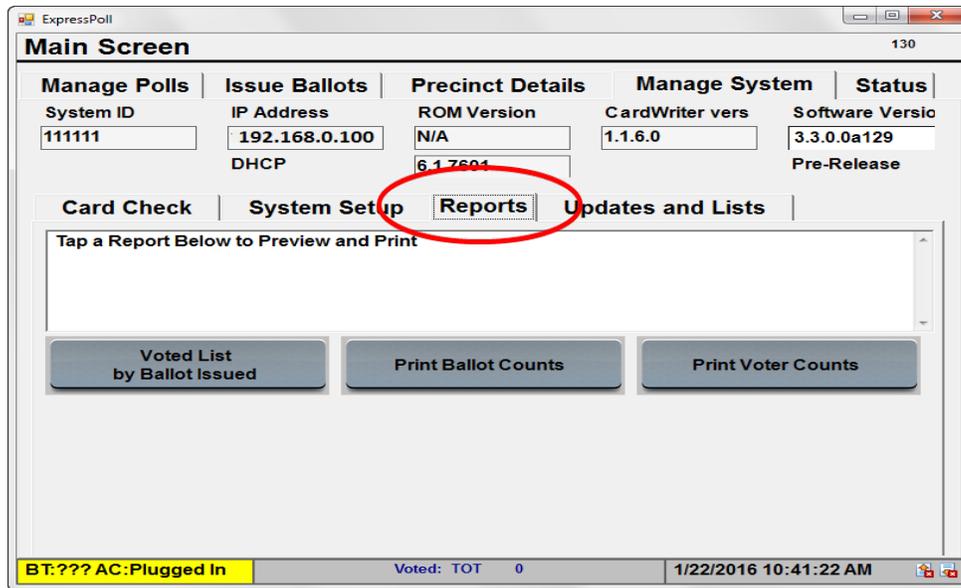
4. Tap "Print Voter Counts."

Figure – "Print Voter Counts" Button on the Pollbook
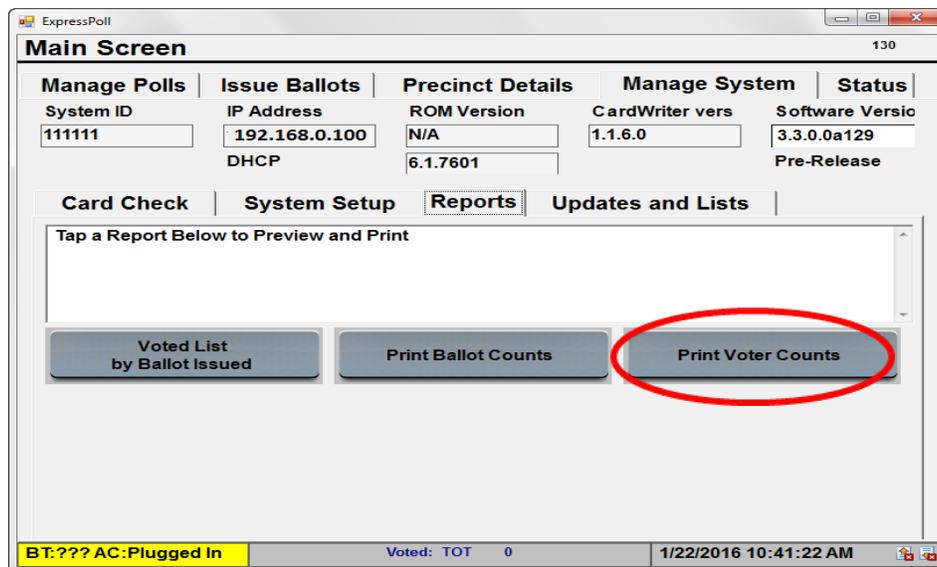
5. Post the report at the outside entrance to the polling place for public viewing.

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Displaying Number of Ballots Scanned

A chief judge may display how many regular paper ballots or ballot activation card ballots have been scanned by the scanning unit. Do this during a time when no one is using the scanning unit.

1. Touch the magnifying icon next to the Public Count on the scanning unit.

Figure – Magnifying Icon on the Scanning Unit
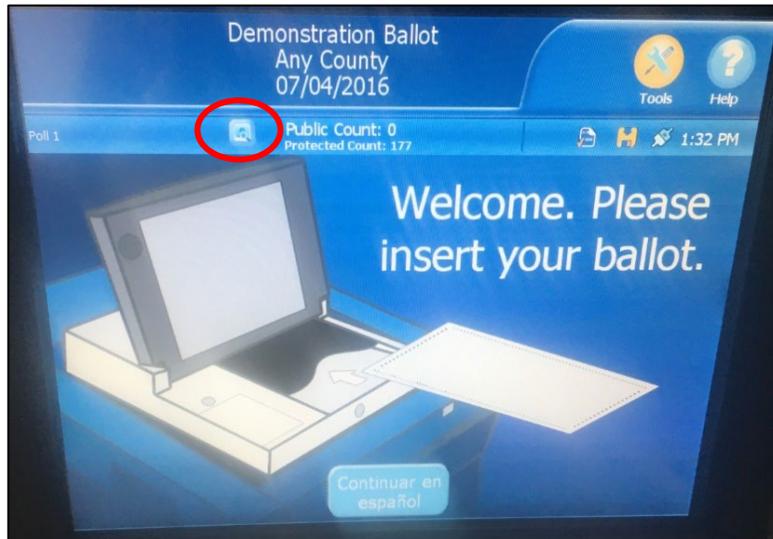
2. The "Public Count Information" box appears and shows the number of DS200 Ballots (regular paper ballots) and the number of ExpressVote Cards (ballot activation card ballots) that were scanned by the scanning unit.

Figure – "Public Count Information" Box on the Scanning Unit

Equipment Issues (Incident Report)

If any voting equipment, pollbook, or any other equipment has a problem, check to see what happened. If necessary, call the Roamer assigned to the precinct or the Help Desk.

The Montgomery County Board of Elections staff will write down all the information about the problem. Also, chief judges must write down a description of all problems in the Chief Judges' Election Day Log.

The technician will use an *Incident Report Form* to write down all the information about the problem. Both chief judges must sign the *Incident Report Form*. Also, chi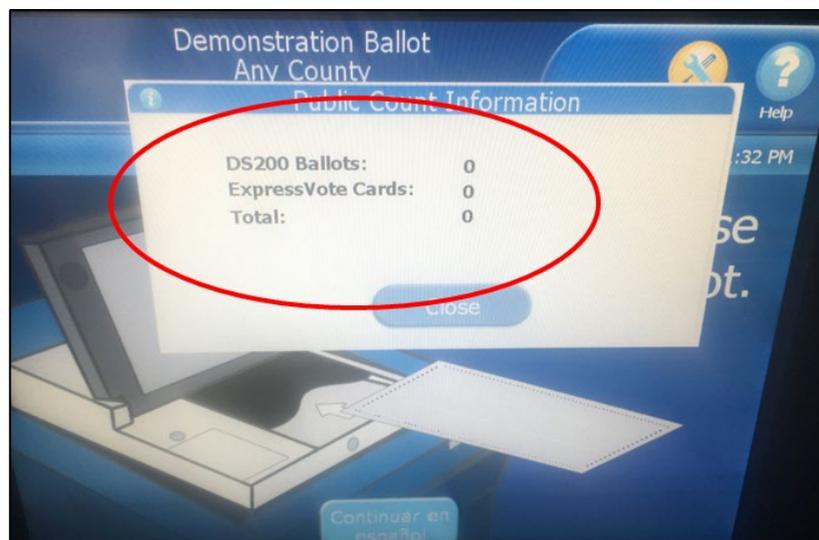ef judges must write down a description of all problems in the *Chief Judges' Election Day Log.* The original *Incident Report Form* is returned to the Montgomery County Board of Elections.

The Montgomery County Board of Elections may tell you to open the contingency supplies if the voting equipment is not functioning properly.

After Polls Close

Check-in Area

Make sure that:

- The final *Ballot Counts Report* and the *Voter Counts Report* have been printed from each pollbook and attached to the *Pollbook Integrity Report*.

- All pollbooks and printers are shut down and packed.

- *Router antenna and power supply have been carefully packed with router in original box.*

- The "Closing" section of the *Pollbook Integrity Report* has been filled out.

- All power cords and cables have been packed.

- All other check-in supplies have been packed.

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Ballot Issue Area

Make sure that:

● All ballots and ballot activation cards have been accounted for, and unvoted ballots have been packed as instructed by the Montgomery County Board of Elections.

● The Ballot and Transfer Cart Security Certificate has been completed.

Voting Area

Make sure that:

- Both chief judges work together to end the election on each scanning unit. Follow the instructions in *Chapter 11 - Scanning Unit*.

- All voter authority cards have been counted.

- No ballots were left inside the emergency bin on each scanning unit. If there are ballots inside the emergency bin, follow the instructions in *Chapter 11 – Scanning Unit*.

- Three (3) *Totals Reports* have been printed from each scanning unit.

    o Separate and sign the Totals Reports;

    o Place the first copy of the Totals Report in the Red Memory Stick Security Bag; and

    o Place the second copy of the Totals Report in the Black Memory Stick Security Bag; and

    o Post the third Totals Report near the Zero Report posted in the morning for public viewing.

- Each scanning unit is powered off correctly and the display screen goes dark. See *Chapter 11 – Scanning Unit*.

- The memory sticks have been removed from each scanning unit and placed in the appropriate memory stick security bag according to the instructions in *Chapter 11 - Scanning Unit*.

- The ballot transfer bin is removed from the ballot box and is closed and sealed according to the instructions in *Chapter 11 -Scanning Unit.*

- All compartments on the scanning unit and ballot marking device are locked. New tamper tapes and seals are put on as required.

- All voting equipment is closed, sealed, and packed.

- The *Scanning Unit Closing Integrity Report* is filled out.

- The "Closing" section of the *Ballot Marking Device Integrity Report* is filled out.

- All power cords are packed.

- All other voting equipment supplies are packed.

- The Chain of Custody forms have been filed out and signed.

Provisional Voting Area

Make sure that:

- The orange provisional ballot bag is locked and sealed.

- All provisional voter authority cards are counted.

- All provisional supplies have been packed.

- The "Closing" section of the *Provisional Opening & Closing Certificate* has been filled out and signed.

Other Areas

Make sure that:

- All signs have been taken down and packed.

- "No Electioneering Zone" signs and tape have been taken down and packed.

- All other items sent to the polling place have been packed (traffic cones, ramps, accessibility equipment, entrance signs, etc.).

- The polling place has been left in a clean condition. All materials that will be picked up later have been placed in a secure location instructed by the Montgomery County Board of Elections.

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Closing Summary Report

The Closing Summary Report contains information comparing the number of voters checked in with the number of voted ballots cast and the number of voter authority cards counted. These numbers are recorded for both standard and provisional voters.

Complete and sign the *Closing Summary Report*. Transfer the information from other reports as indicated on the *Closing Summary Report*. This report as well as all reports related to ballots have been designated as election critical documents requiring post-election auditing. Make sure they are completed and signed.

Maryland State Board of Elections
Closing Summary Report - 2026 Gubernatorial Primary Election

County: _____ Date: _____

District/Precinct: _____

BALLOTS ISSUED from Pollbook Counts Report

1. Regular Ballots Issued- *Net regular issued*	
2. Provisional Ballots Issued- Net provisional issued	
3. Total Ballots Issued (1+2)	

BALLOTS CAST

4. Regular Ballots Cast- *Scanning Unit Closing Integrity Report (C)*	
5. Provisional Ballots Cast- *Provisional Opening and Closing Certificate (B)*	
6. Total Ballots Cast (4+5)	

SPOILED BALLOTS

7. Spoiled Ballots & Ballot Activation Cards- Spoiled Ballot Tally Sheet *(Grand Total)*	
8. Provisional Spoiled Ballots- *Provisional Ballot Tally Sheet*	
9. Total Spoiled Ballots (7+8)	

TOTAL BALLOTS USED

10. Total Ballots Used (6+9)	

VOTER AUTHORITY CARDS (VACs)

11. Total VACs from Scanning Unit(s)- *Scanning Unit Closing Integrity Report (K or L)*	
12. Total Provisional VACs- *Provisional Ballot Opening & Closing Certificate (A)*	
13. Total Ballots Issued (11+12)	

CANCELLED VOTER AUTHORITY CARDS (VACs)

14. Total Cancelled VACs- *Cancelled VAC Envelope*	

To the best of our knowledge, the information on this form is true and correct.

_____   _____
Democratic Chief Judge   Republican Chief Judge

Revised 8.6.2025

Extended Voting Hours

The Montgomery County Board of Elections will tell you if an order is issued that extends voting hours. The Montgomery County Board of Elections will tell you when to open the *Extended Voting Hours* envelope.

⚠️ ***Do NOT open the sealed Extended Voting Hours envelope unless instructed by the Montgomery County Board of Elections. See Appendix 1 – Extended Voting Hours for more information.***