

Chapter 8 – Voting Area Judges

Election Set-up	8-2
Election Morning	8-2
Voting Area Judge Supplies	8-2
During Voting Hours	8-3
<i>At the seated voting area or voting booths:</i>	8-3
<i>At the Ballot Marking Device:</i>	8-4
<i>Inoperable Ballot Marking Device:</i>	8-5
<i>At the scanning unit:</i>	8-5
Closing the Polls	8-7

Election Set-up

All tasks are supervised by chief judges.

Pre-Election Meeting: All election judges must attend the meeting at their assigned polling place the evening before the election. The chief judges will conduct the meeting.

Arrive at 6:30 p.m.

Make sure you sign the *Payroll Sheet*.

Help set up for the election as asked by the chief judges, including:

- Setting up equipment
- Passing out supplies
- Posting signs
- Setting up tables and chairs

Election Morning

Arrive at 6:00 a.m.

Make sure you sign the *Payroll Sheet*.

Put on your name tag.



Work together so that your polling place is ready to open at 7:00 am.

Voting Area Judge Supplies

- Pens
- Magnifying sheets

8-2 Voting Area Judges

During Voting Hours

- Assist and direct voters with the Ballot Marking Device, voting booths and scanners.
- Always keep areas clear of trash and campaign material. Remind voters use privacy sleeves and to their review ballots.
- Always be mindful of Provisional Voters.
- Tell the chief judge right away about any problems.

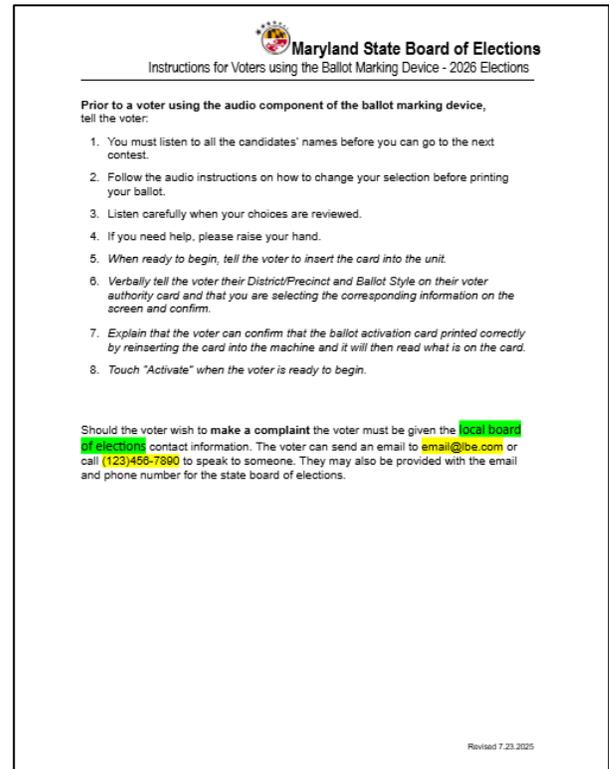
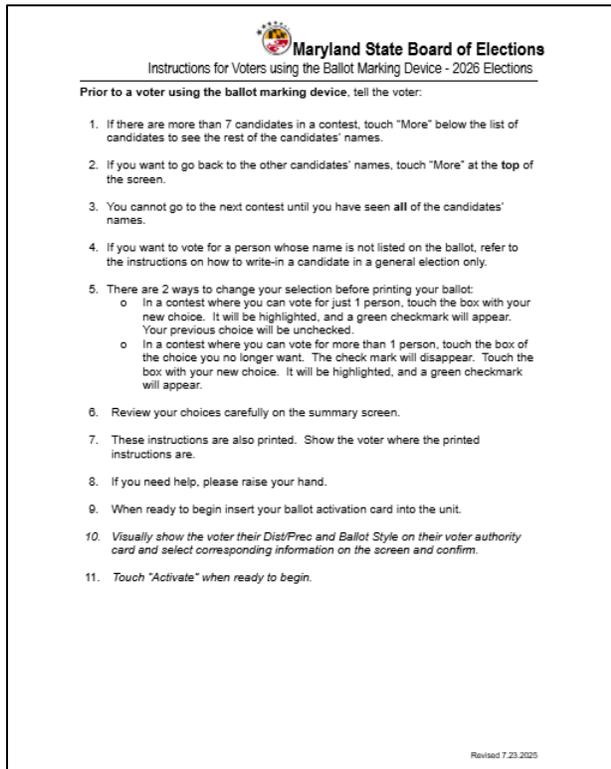
At the seated voting area or voting booths:

- Be aware of Provisional Voters in the voting area.
- Make sure the voter has a privacy sleeve.
- Make sure the ballot style on the Voter Authority Card matches the ballot the voter was given. Ensure the VAC has been signed by the voter and initialed by the check-in and ballot issuance judge.
- Direct the voter to a voting booth or a Ballot Marking Device to mark the ballot. After they have marked their ballot, direct them to a scanning unit to cast their ballot.
- Answer voters' questions. Help voters in any way that is allowed if they ask: Instruct the voter about how to physically mark their selections on a regular paper ballot or how to use the Ballot Marking Device. (Do NOT instruct or advise voters on who to vote for.)
- Protect the voter's privacy and the secrecy of the ballot:
 - **Do not** look at or ask to see the voter's marked ballot.
 - Stand to the side of the seated voting area or voting booth when helping a voter.
- Direct a voter to the scanning unit to cast the ballot.

At the Ballot Marking Device:

- When a Ballot Marking Device is not being used, make sure it is charging.
- Offer to read the *2026 Elections - Instructions for Voters Using the Ballot Marking Device* to voters using the Ballot Marking Device.

Figure - Instructions for Voters Using the Ballot Marking Device



- Keep the touchscreens of the Ballot Marking Devices clean. Use the cloth provided to wipe the screens periodically.
- Make sure that tamper tapes and seals are present and intact.
- Tell voters how to use the Ballot Marking Device to mark their ballot.
- Protect voter's privacy and the secrecy of the ballot. **Do not** look at or ask to see the screen on the Ballot Marking Device when a voter is voting.
- Ask the voter if they have reviewed their ballot. Direct voters to the scanning unit to cast their ballots.

8-4 Voting Area Judges

Inoperable Ballot Marking Device:

In the event a Ballot Marking Device becomes inoperable, the chief judges should be notified immediately. A 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 also record the instance in the *Chief Judges' Election Day Log*.**

At the scanning unit:

- Ask the voter for the Voter Authority Card.
- Confirm that the voter, the check-in and ballot judge have signed or initialed the Voter Authority Card.
- Make sure the voter is **NOT** a Provisional voter. A Provisional voter authority card will say "PROVISIONAL BALLOT" at the top. It will also say "DO NOT ISSUE REGULAR BALLOT" above the ballot style. If the voter is a Provisional voter, **DO NOT** allow the voter to approach the scanning unit. Tell the chief judge right away.

Figure - Provisional Voter Authority Card

VOTER AUTHORITY CARD
Presidential General Training 2016

PROVISIONAL BALLOT

Reason Code: 9

[Redacted]

Registered Party: Democrat
Assigned Dist/Prec: 004-001.CONG=07: LEGIS=46: COUNCIL=011
EPB Number: 054955
Ballot Issued Dist/Prec: 001-001.CONG=07: LEGIS=448: COUNCIL=001
DO NOT ISSUE REGULAR BALLOT
Provisional Ballot Style: 2
Issued: 08/31/2016 14:48:16 Issued By: JUDGE NAME
Issuing Consolidation: 04EV01

Please sign in the space below.

Voter Signature _____
Check-in Judge Initials: _____
Provisional Judge Initials: _____

- Tell the voter to hold onto the privacy sleeve until they put the ballot into the scanning unit.

- Tell the voter that the privacy sleeve may be used as a “shield” while putting the ballot into the scanning unit.
- Tell voters how to insert and cast their ballot into the scanning unit. You can say: “Put your ballot into the scanning unit and wait for the ‘Thank you for voting’ message to appear. If you have any trouble, raise your hand, and I will be here to help.”
- Protect the voter’s privacy and the secrecy of the ballot:
 - **Do not** look at or ask to see the voter’s marked ballot.
 - **Do not** touch a voter’s ballot unless the voter asks for help.
 - **Stand away from the scanning unit.** Only come close to the voter if the voter asks for help.

If the voter needs a new ballot, direct the voter to the ballot table to spoil the ballot and receive a replacement ballot using the procedures in 7.5.3. No replacement ballot may be issued after the ballot has been cast.

- After the voter has cast their ballot, initial the voter authority card and write the scanning unit number next to your initials.
- Place the voter authority card in the Scanning Unit Envelope attached to the scanning unit.



8-6 Voting Area Judges



Never leave the scanning unit unattended. A voting area judge assigned to the scanning unit must stay near the scanning unit until: The voting area judge is relieved by a chief judge; or a chief judge replaces the voting area judge with another voting area judge.

- If the ballot needs to be spoiled, direct the voter to return to the ballot table.

Counting voter authority cards:

- Election judges will count the voter authority cards periodically during the day.
- Follow the instructions given by the Montgomery County Board of Elections to count the number of voter authority cards. Keep the voter authority cards from each scanning unit separate. Bundle in groups of 25. For the primary election only, separate and count the voter authority cards by party.

Closing the Polls

- Follow the instructions given by the Montgomery County Board of Elections to finish counting the number of voter authority cards. Tell the final number to the chief judges for the *Closing Summary Report*.
- Compare the total number of Voter Authority Cards to the public count on the scanning unit. Tell the chief judge right away if the totals do not match.
- Help pack the voting equipment.
- Pack up any other supplies.

Do anything else the chief judges ask of you to help with closing the polls.

Make sure you sign the *Payroll Sheet*.