Chapter 12 – Ballot Marking Device

Overview

Each precinct will receive two (2) ballot marking devices, and many will receive more than two. Chief judges and closing judges are responsible for setting up all the ballot marking devices assigned to your precinct under the direction of the chief judges. Challengers and watchers may observe opening procedures.

The ballot marking device lets voters mark their ballots independently, including voters with disabilities. Make sure the following policies about the ballot marking device are followed:

- Any voter may use the ballot marking device. DO NOT ask why the voter needs or wants to use it or ask for proof that the voter needs to use it.

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

- The election judge who gives a ballot to a voter must tell each voter:

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

- Make sure that at **least ten (10) voters** use a ballot marking device during the day. If ten voters have not used a ballot marking device **by 1:00 p.m**., direct voters to use a ballot marking device until ten voters have used it. 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.

There are several ways to mark a ballot activation card using the ballot marking device. The ballot marking device includes a touch screen and keypad (includes Braille). Voters may also use their own sip and puff device or rocker paddle device.

An audio ballot is available to all voters who use the ballot marking device. All accessibility features can be used with the audio ballot.

The ballot marking device also offers high-contrast and enlarged print viewing options. The accessibility features on the ballot marking device can be used in any combination to make ballot selections.

12-2 **Ballot Marking Device**

The ballot marking device is only a marking device. It **cannot record votes**. The ballot marking device acts as a pen that marks and prints the voter's selections. Then the voter's ballot activation card is put into the scanning unit. The scanning unit records the selections.

⚠️ ***The ballot marking device must be ready to be used by voters before the polls open. Make sure the keypad and headphones are attached and ready to be used.***

Required Supplies

- Ballot marking device barrel key (election morning)

- ADA-compliant table

- *Ballot Marking Device Integrity Report*

- New tamper tape (election morning)

- Tools to remove security seals or unlock the lock on outside of ballot marking device (election morning)

Setup

Pre-election:

1. Set up the ADA-compliant table.

2. Remove the ballot marking device from the black transfer cart.

3. Check that the shipping tag on the ballot marking device case shows the correct polling place. If the polling place is wrong, tell the chief judge right away to contact the Montgomery County Board of Elections.

Figure - Shipping Tag on the Ballot Marking Device Case

4. Take the ballot marking device in its case to where the polling place diagram says it should be. The location should maximize voter privacy.

5. Remove the ballot marking device, keypad, and headphones from the case. Remove the power cord from the side pocket of the case.

Figure - Ballot Marking Device Case

6. Hold the small circular plug of the power cord with the flat side up. Push it into the port on the back of the ballot marking device. The plug will click into place when properly connected. Do not plug the other end of the power cord into an electrical outlet.

12-4 Ballot Marking Device

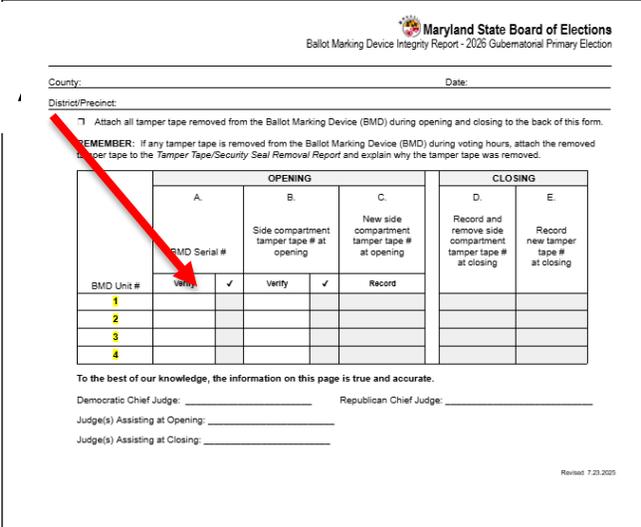**Figure - Small Circular Plug in the Port of the Ballot Marking Device**

7. Hold the bottom of the stand on the back of the ballot marking device. Pull out and extend the stand. Rest the ballot marking device on the stand. Position the ballot marking device on the designated table.

Figure - Setting Up the Ballot Marking Device

Figure - Serial Number and the Ballot Marking Device Integrity Report

8. Check the serial number located on the top of the ballot marking device. Make sure it matches the number in column A of the *Ballot Marking Device Integrity Report.*

9. Check the tamper tape number located on the left side compartment door of the ballot marking device with column B of the *Ballot Marking Device Integrity Report.*

Figure - Side Compartment Tamper Tape and Ballot Marking Device Integrity Report

Side compartment tamper tape location.

<mark>Stop here on Monday night.</mark>

12-6 Ballot Marking Device

Election morning:

1. Reverify the seal numbers on the *Ballot Marking Device Integrity Report.*

2. Plug the power cord into an electrical outlet.

3. Remove the tamper tape from the side compartment and place it on the back of the *Ballot Marking Device Integrity Report.*

4. Use the ballot marking device barrel key to unlock and open the left side compartment door.

Figure - Side Compartment Door of the Ballot Marking Device

5. Make sure that the memory stick is installed. Tell a chief judge right away if the memory stick is not installed.

Figure - Memory Stick of the Ballot Marking Device

6. Make sure that the **"Mode"** switch is on **"VOTER."**

Figure - "Mode" Switch is on "Voter" of the Ballot Marking Device

7. Make sure that the keypad is plugged in before starting the ballot marking device.

12-8 **Ballot Marking Device**

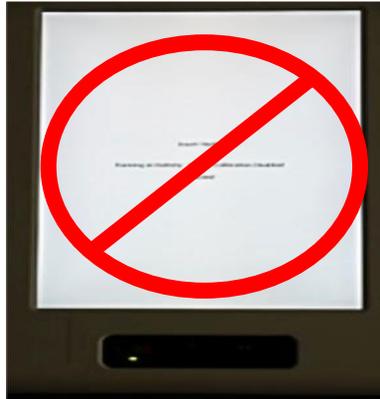**Figure - Keypad Plug of the Ballot Marking Device**

8.   Flip the **"Power"** switch to the **"On"** position.

Figure - "Power" Switch to the "On" Position of the Ballot Marking Device

⚠️ ***Do not touch the display screen while the ballot marking device is starting. The process is long, about 4 minutes. No reports will print.***

9. Position the keypad cord so it threads through the circular opening at the top of the side compartment door.
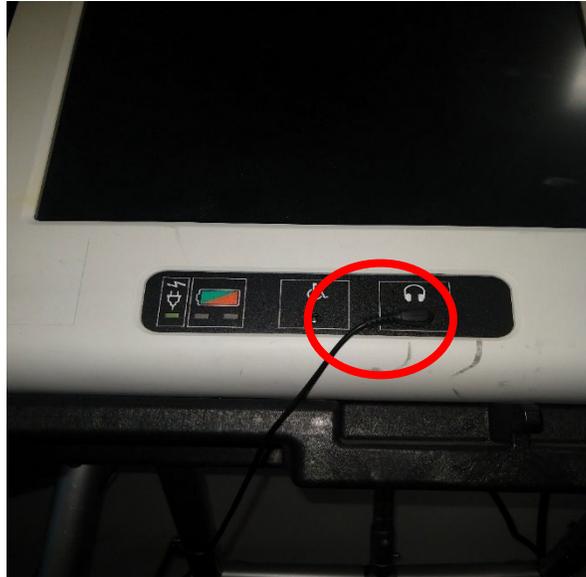
Figure - Keypad Cord at the Top of the Side Compartment Door of the Ballot Marking Device

10. Plug the headphones into the audio port located on the front of the ballot marking device.

12-10 Ballot Marking Device

Figure - Headphones Plugged in to the Audio Port of the Ballot Marking Device

11. Close and lock the side compartment door using the ballot marking device barrel key.

12. Apply new tamper tape.

13. Write the new tamper tape number in column C of the *Ballot Marking Device Integrity Report.*

Figure - New Tamper Tape Number and the Ballot Marking Device Integrity Report

14. Install the privacy screen.

Figure - Privacy Screen around the Ballot Marking Device

15. Get a chief judge to enter the election code and touch "**Accept**."

Figure - Election Code on the Ballot Marking Device

16. Make sure that the precinct number and name displayed on the screen are correct. Make sure the unit is receiving power. Touch "OK." Tell the chief judge right away if the precinct number and name are not correct.

Figure - Checking the Precinct Number & Name on the Ballot Marking Device

Precinct Number & Name

12-12 **Ballot Marking Device**
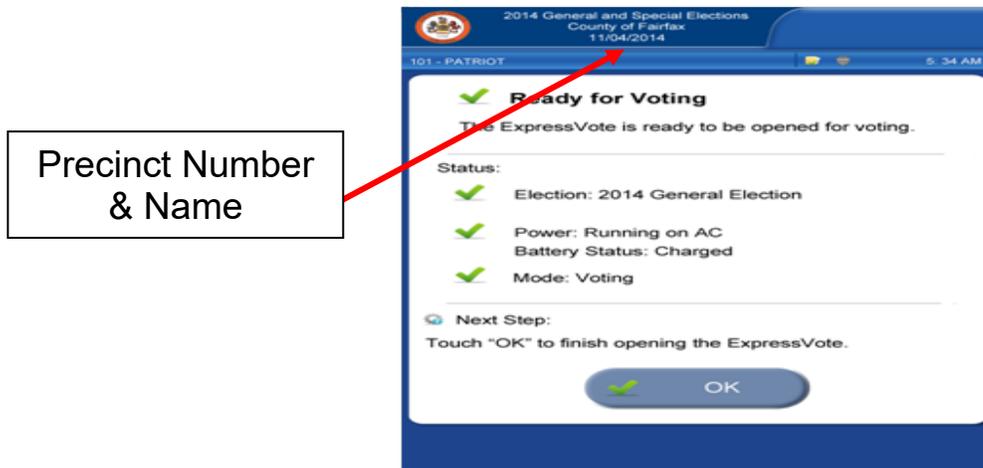
17. When the ballot marking device is ready to accept ballot activation cards, the following screen appears. Check that the election, county, date, and time are correct at the top of the screen.

Figure - "To begin voting, insert your card" Screen of the Ballot Marking Device

18. Return the case to the black transfer cart. Return the key and *Ballot Marking Device Integrity Report* to a chief judge.

19. Repeat the steps above for all other ballot marking devices delivered to your precinct or early voting center.

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*.**

Should the voter wish to **make a complaint** the voter must be given the designated email address and phone number of the local board of election. They may also be provided with the email and phone number for the State Board of Elections.
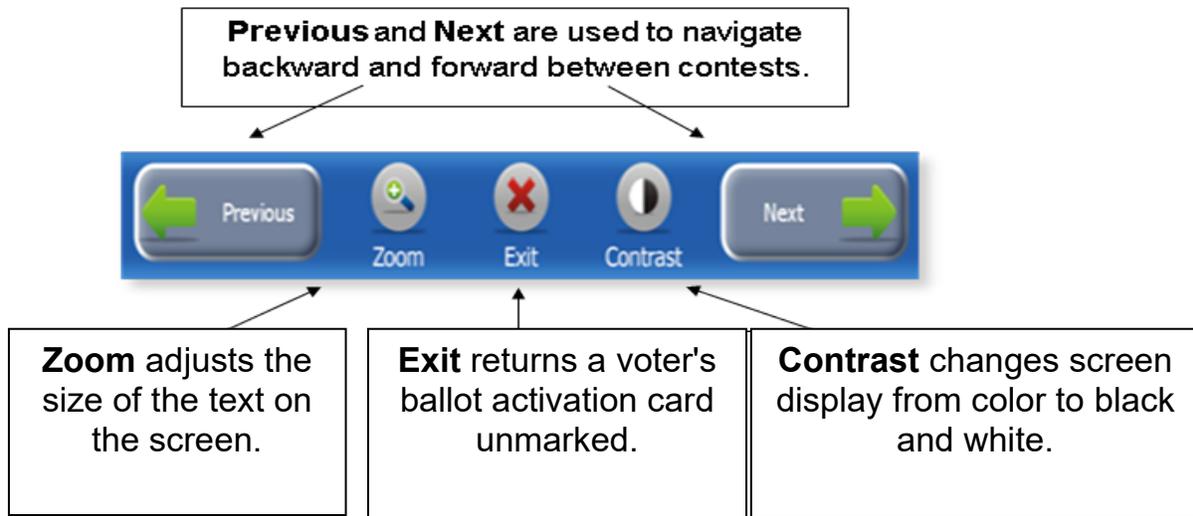
Prepare the Voter for Voting

Voters who choose to use the ballot marking device will be issued a ballot activation card instead of a regular paper ballot. A voter will get the ballot activation card and a privacy sleeve from the check-in judge or a ballot issuance judge. The voter will also get a voter authority card from the check-in judge. The voter authority card will be placed in the clear pouch on the front of the privacy sleeve.

A voting judge will:

- Ask the voter for his or her voter authority card. The voter authority card was put in the clear pouch on the front of the privacy sleeve.

- Make sure that the voter authority card has been signed by the voter and initialed by the check-in judge. Or, if the voter was unable to sign the voter authority card or mark an 'x' in the signature area, make sure the check-in judge wrote: "This voter is qualified to vote but is unable to sign his or her name."

- Initial the voter authority card.

- Hold onto the voter authority card while escorting the voter to the ballot marking device.

- The election judge will select the correct ballot style on the ballot marking device and tell the voter how to use the ballot marking device. Make sure to visually and verbally confirm that the correct ballot style has been selected.

- Show the voter how to increase the text size and how to change the contrast. Read the '*Instructions for Voters using the Ballot Marking Device*' to every voter. Explain the audio option.

Screen Display Options

Previous and **Next** are used to navigate backward and forward between contests.

Zoom adjusts the size of the text on the screen.	**Exit** returns a voter's ballot activation card unmarked.	**Contrast** changes screen display from color to black and white.

> ⚠ *The "More" button will appear on the touchscreen when an additional page of contest choices is available to the voter. Voters must touch the "More" button to access the additional page. Voting judges are to instruct voters about the "More" button before the voter begins using the ballot marking device.*

> ⚠ *The ballot marking device will display a warning message after 5 minutes of inactivity.*

Using the Audio Headset and Keypad

Figure - Keypad of the Ballot Marking Device

- The headset and keypad are attached to the ballot marking device and are available to any voter who chooses to use them.Show the voter how to adjust the Volume (horizontal rectangle shape).

- Give the headphones to the voter and tell the voter to put on the headphones.

- Assist the voter if you are asked.

⚠️ *Once the ballot activation card is identified, the ballot marking device immediately begins playing the voting instructions and provides an overview of the keypad functions.*

Audio Instructions

The audio instructions include:

1. Press **Screen (diamond shape)** to turn the touchscreen display off.

2. Use **Tempo (horizontal oval shape)** on the right side of the keyboard to speed up or slow down the audio.

3. Use **Volume (horizontal rectangle shape)** on the right side of the keypad to adjust the volume of the audio.

4. Use **Down Arrow** on the keypad to scroll through available language options. Press **Select (square shape)** to select desired language and to begin voting.

5. Press **Right Arrow** to proceed to the first contest. The ballot marking device provides an audio reading of contest information, including name, number of permitted selections, and number of candidates or choices.

6. Press **Down Arrow** to scroll through candidates or choices, which are read to the voter as they scroll.

7. Press **Select (square shape)** to make a selection after the selection has been read.

8. To change a selection in a "vote for one" contest, press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select (square shape)** to make a new selection. The new selection replaces the previous one. A voter cannot **overvote** in a "vote for one" contest.

12-16 Ballot Marking Device

9. To change a selection in a "vote for more than one" contest, press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select (square shape)** to remove previous selection. Press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select (square shape)** to make a new selection.

   If the voter attempts to **overvote** in a "vote for more than one" contest, the voter will be alerted that they must remove one of their selections and make a new selection, as described above.

10. To select a write-in (general elections only), press **Down Arrow** to navigate to the write-in option. Press **Select (square shape)**. The ballot marking device will begin playing write-in instructions and provides an overview of keyboard functions. Press **Down Arrow** or **Up Arrow** to scroll through letters. Press **Select (square shape)** to choose a letter. When finished, press **Right Arrow**. The ballot marking device returns to contest and repeats the write-in selection.

11. If a voter **undervotes** a contest, the ballot marking device will alert the voter that they may select more choices in the contest or confirm that they wish to vote for fewer choices than allowed. The voter is instructed to use the **left arrow** to make an additional selection or use the **right arrow** to select fewer choices than allowed.

12. After the voter is finished making their selection, the voter is instructed "this is a summary of your selections." The voter can use the **up arrow** and **down arrow** to scroll through the selections. For each selection, the question and selection are summarized to the voter.

   When a contest is undervoted, the voter is instructed that the "contested is not fully voted." The voter is instructed to use the **right arrow** to accept the current selection. The voter is instructed they may use the **left arrow** to go back to the undervoted contest.

   If the voter returns to the undervoted contest, they can choose to make an additional selection or accept the undervoted contest. If the voter accepts the undervoted contest, they are alerted that the contest is undervoted. The ballot marking device returns to the "Summary of Selections'' and provides a summary of the selections to the voter.

13. To change a selection when a voter has read the "Summary of Selections," the voter is instructed that they can press the **left arrow**. After changes are made, the voter is instructed to press the **right arrow.**

The ballot marking device returns to the "Summary of Selections" and summarizes the voter's selections. When the voter is finished reviewing the selections, touch the **square key** to continue to print the card.

Activating the Ballot Marking Device

The ballot marking device display will read "To begin voting, insert your card."

The ballot marking device will begin playing the audio instructions when a ballot activation card is inserted. When a voter chooses to use the audio ballot, make sure the voter has the headphones on, and the volume is loud enough prior to inserting the ballot activation card.

1. Tell the voter to insert the ballot activation card into the slot with the slanted corner of the card to the top right.

Figure - Slanted Corner of the Card to the Top Right of the Ballot Marking Device

2. **For consolidated precincts**, the screen will display a list of precincts. Select the precinct number indicated on the voter authority card.

3. The screen will display a selection menu of ballot styles.

4. Use the ballot style number printed on the voter authority card to select the correct ballot style for the voter. Touch the correct ballot style number on the touch screen display.

5. Put the voter authority card back into the clear pouch on the privacy sleeve.

6. Stand to the side of the ballot marking device to ensure voter privacy while giving instructions to the voter.

7. If the voter has a bilingual ballot, tell the voter to touch the desired language from the available options to begin voting.

Figure - Bilingual Ballot Selection Screen of the Ballot Marking Device

8. Tell the voter to select a candidate or contest choice by touching the oval or anywhere on the line. Once selected, the selection turns yellow, and a green check mark appears next to the candidate or contest choice.

Figure - Candidate or Choice Selection on the Ballot Marking Device
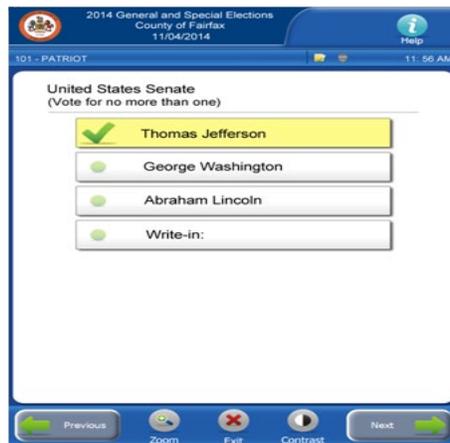
o To change a selection in a "vote for one" contest, touch the oval or anywhere on the line of the new selection. The selection turns yellow, and a green check mark appears next to the candidate or contest choice.

o To change a selection in a "vote for more than one" contest, remove the previous selection by touching the green checkmark or anywhere on the line of the previous selection. To make a new selection, touch the oval or anywhere on the line of the new selection. The selection

turns yellow, and a green check mark appears next to the candidate or contest choice.

9. Touch "Previous" or "Next" to navigate backward and forward between contests.

⚠️ *The "More" button will appear on the touchscreen when an additional page of contest choices is available to the voter. Voters must touch the "More" button to access the additional page. Voting judges are to instruct voters about the "More" button before the voter begins using the ballot marking device.*

Write-In Votes (General Election Only)

To select a write-in candidate, touch "Write-In." The screen displays a keyboard. Enter the write-in name using the keyboard and then touch "Accept."

Figure - "Enter Write-In Name" Screen of the Ballot Marking Device
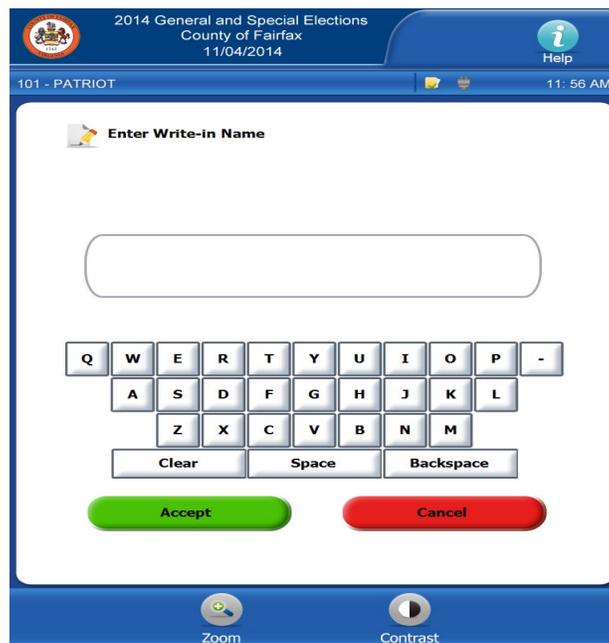
To clear a write-in, touch the green checkmark or anywhere on the line of the write-in selection. The screen displays a keyboard. Touch "Clear" and then touch "Accept."

Summary of Selections

After the voter is finished making his or her selections, a "Summary of Selections'' screen displays. Undervoted contests are marked with an orange exclamation point. All other contests are marked with a green checkmark.

**Figure - Summary of Selections Screen of the Ballot Marking Device**
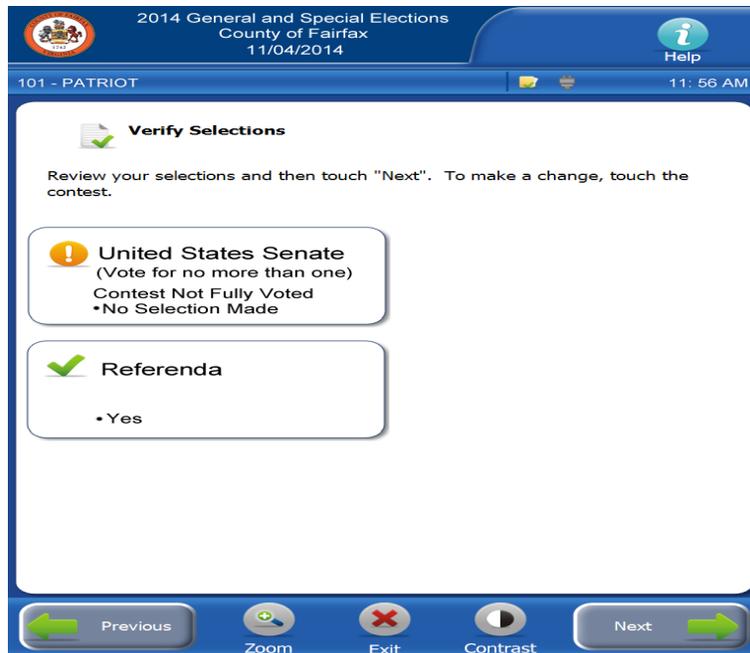
To change a selection when a voter is on the "Summary of Selections" screen, the voter can touch the contest they want to change. That contest will show on the screen. After changes are made, touch "Next." The ballot marking device returns to the "Summary of Selections" screen. When the voter is finished reviewing the selections, touch "Next" to continue to the "Print Card" screen.

Printing the Ballot Activation Card Ballot

1. To print the ballot activation card ballot, touch "Print Card." The ballot activation card ejects from the ballot marking device showing the selections made by the voter.

Figure - "Print Card" Screen of the Ballot Marking Device
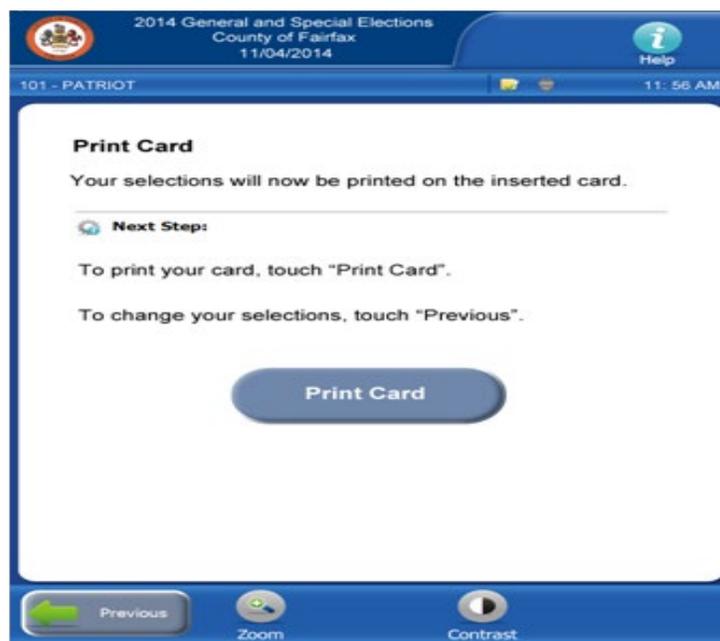
2. Tell the voter to put the printed ballot activation card ballot into the privacy sleeve. Make every effort to avoid seeing the voter's selections printed on the ballot activation card.

3. Direct or walk with the voter to the scanning unit to cast the ballot activation card.

4. Tell the voter to give the voter authority card to the voting judge at the scanning unit. If the voter needs help putting the ballot activation card in the scanning unit, tell the voter to ask the voting judge for help.

Checking a Marked Ballot Activation Card Ballot

The ballot marking device allows a voter to put the marked ballot activation card ballot back into the input slot to confirm the voter's selections. This is for confirmation purposes only. No changes can be made. The voter will only be able to view or hear the summary of his or her selections. If the voter wishes to make a change, the ballot must be spoiled, and the voter must ask for a new ballot. See "Replacing Ballots and Ballot Activation Cards" in *Chapter 7 – Issuing Ballots*.

1. Tell the voter to put the ballot activation card ballot into the input slot with the slanted corner of the card to the right.

2. Tell the voter to touch the desired language from the available options.

3. The screen will show instructions on how to review the selections.

Figure - "Verify Selections" Screen of the Ballot Marking Device
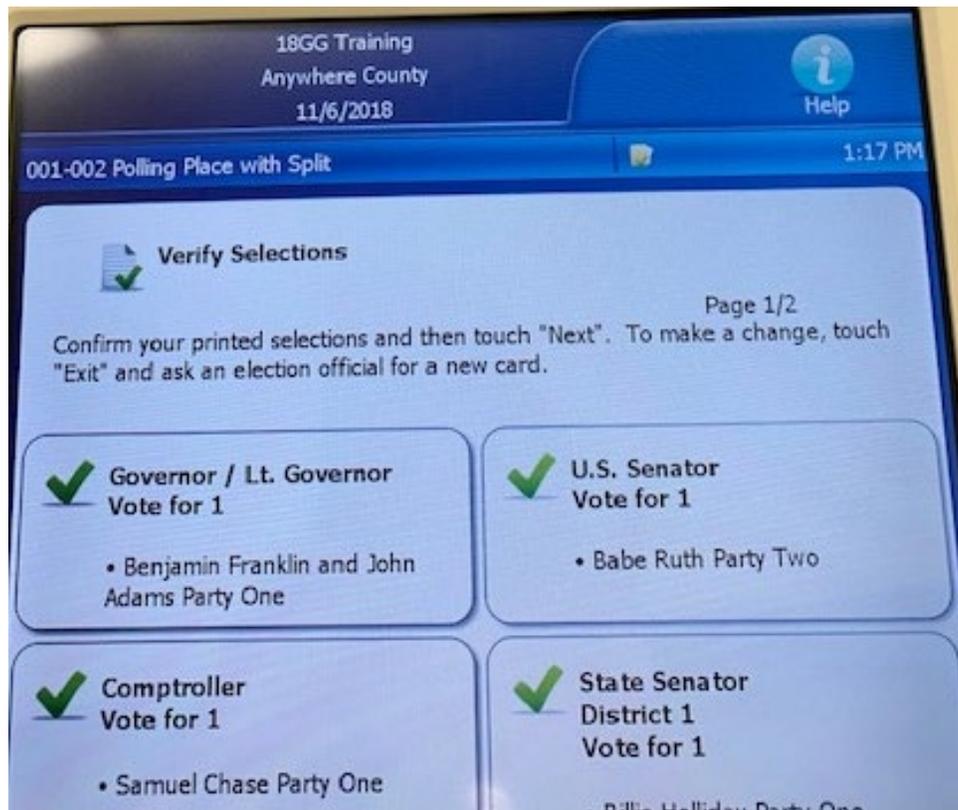
4. Touch "Next" to access the "Summary of Selections" screen.

5. Review the selections. When finished, touch "Next" again. Then touch "Print Card" to eject the ballot activation card ballot. The printed ballot activation card ballot ejects from the input slot.

Figure - "Print Card" Screen of the Ballot Marking Device
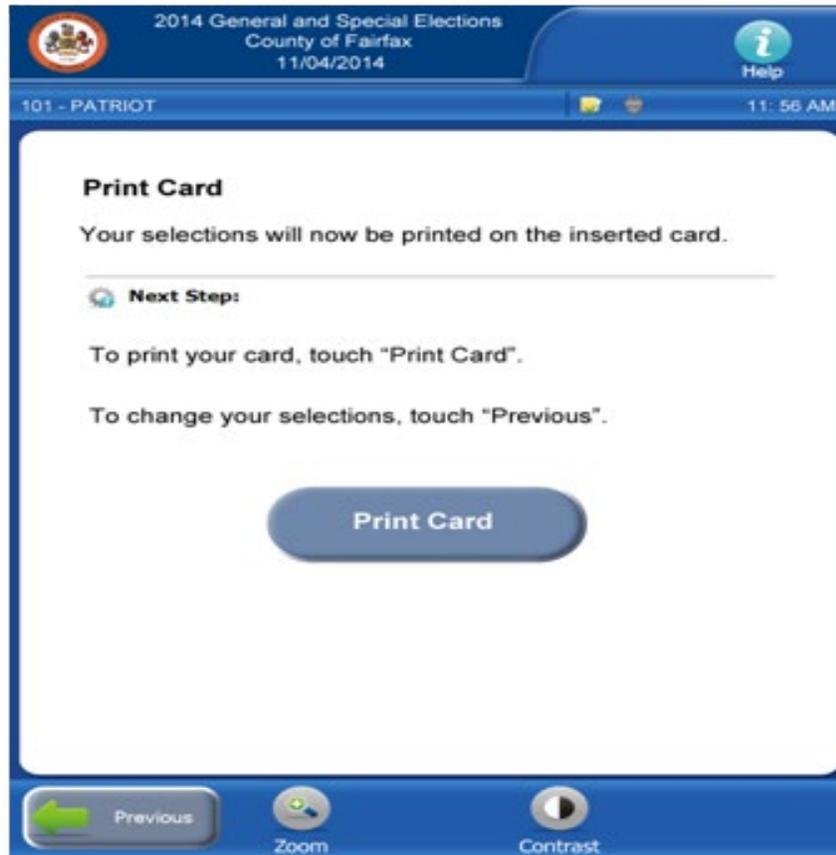
Closing the Ballot Marking Device

1. Remove the privacy screen.

Figure - Removed Privacy Screens of the Ballot Marking Device
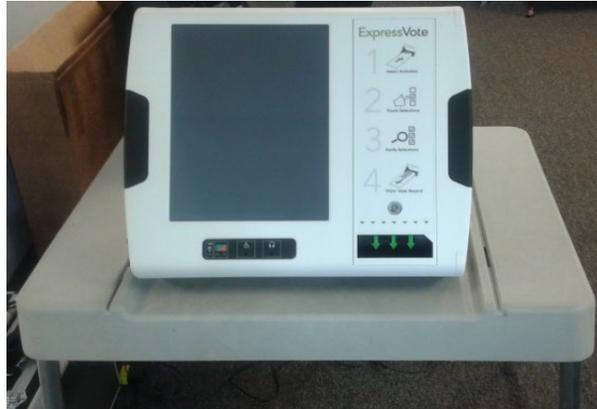
2. Write down the left side compartment tamper tape number in column D of the closing section of the *Ballot Marking Device Integrity Report.*

Figure - Tamper Tape Number and Ballot Marking Device Integrity Report

3. Remove the tamper tape from the side compartment. Attach it to the back of the *Ballot Marking Device Integrity Report*.

4. Use the ballot marking device barrel key to unlock and open the side compartment door.

Figure - Opened Side Compartment Door of the Ballot Marking Device

5. Flip the **"Power"** switch to the **"Off"** position.

Figure - "Power" Switch to the "Off" Position of the Ballot Marking Device

6. Close and lock the side compartment. Apply new tamper tape and write down the number in column E of the *Ballot Marking Device Integrity Report.*

Figure - Side Compartment and *Ballot* Marking Device Integrity Report

7. Close the stand on the back of the ballot marking device. It will snap into place.

Figure - Stand on the Back of the Ballot Marking Device
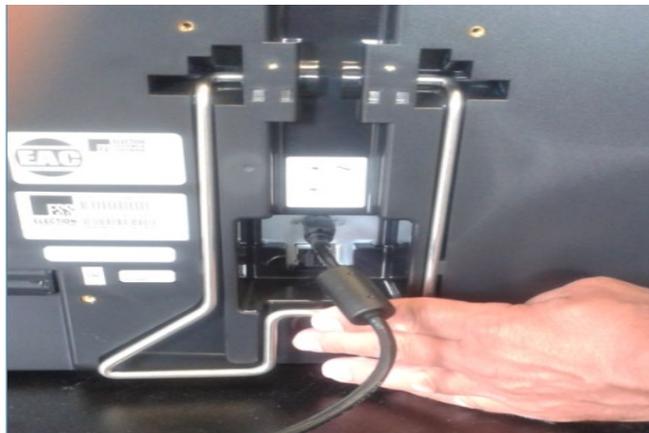
8. Remove the power cord from the back of the ballot marking device by sliding the sheath on the plug back while gently pulling the plug out.

Figure - Power Cord on the Back of the Ballot Marking Device

9. Pack up the ballot marking device. Place the keypad and headphones back into the carrying case. Return the power cord to the carrying case side pocket.

Figure - Carrying Case of the Ballot Marking Device

10. Return the ballot marking device to the black transfer cart. Sign the *Ballot Marking Device Integrity Report* and give it to a chief judge.

11. Repeat these steps for any additional ballot marking devices assigned to your polling place