### Ballot Table Job Guide

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### Preparing Ballots

1. Obtain the Ballot Certificate Opening and Closing from the Chief Judge.
2. Remove the ballots and Ballot Activation Cards from the cardboard boxes, located on the top shelf of the Equipment Transfer Cart.
3. Count the number of ballot packs. Verify the count on the Ballot Certificate-Opening. Alert a Chief Judge if there is a discrepancy. **Consolidated Precincts: Separate and count by precinct ballot style.**
4. Initial and sign the certificate - return it to a Chief Judge.
5. Return all of the ballots and Ballot Activation Cards to Equipment Transfer Cart, for secure storage overnight.

### Election Day & Before the Polls Open

1. Open the Equipment Transfer Cart; remove only the amount of ballots and Ballot Activation Cards needed for a 3-4-hour period. (The remaining ballots and Ballot Activation Cards are stored in Equipment Transfer Cart, for later use).
2. Place the ballots, Ballot Activation Cards and the ballot template on the table.
3. Pre-load 50 privacy sleeves with ballots. Carefully tear ballots off the pad and place both ballots into the privacy sleeves prior to voters arriving at the table.
4. Each voter must receive both pages of the ballot – Page 1 with the candidate contests and Page 2 with the ballot questions.
5. Using the Ballot Certificate-Opening, verify the seals on the ballot transfer bins are intact (Only the Ballot Bins located inside of each Scanning Unit are sealed.)
6. Sign the Ballot Certificate -Opening section and return the form to a Chief Judge. Prepare all other supplies for the polls to open.

### Issuing Ballots to Voters

1. Greet each voter and ask for their Voter Authority Card. Verify that it is signed by the voter and initialed by a Check-in Judge. **In consolidated precincts: Verify that District/Precinct are circled or highlighted.**
2. Confirm that the voter does **not** have a Provisional Voter Authority Card, orange post-it note, or an orange provisional privacy sleeve; if so, direct the voter to the provisional voting area or alert a Chief Judge.
3. **Discreetly ask if the voter requires any assistance.** If the voter requests assistance, alert a Voting Judge.
4. Voters who choose to use the Ballot Marking Device (BMD) will be issued a **Ballot Activation Card (BAC)** instead of a regular paper ballot.
5. **Consolidated Precincts:** Use the Voter Authority Card to select the correct District/Precinct ballot.
6. Each voter must receive both pages of the ballot – Page 1 with the candidate contests and Page 2 with the ballot questions.
7. Carefully tear each ballot from the pad along the perforation.
8. Initial the Voter Authority Card as Ballot Issuing Judge.
9. Place the ballot in the privacy sleeve and insert the Voter Authority Card into the pocket on the privacy sleeve.
10. Advise the voter to read the ballot and how to mark their selections on the ballot:
   a. Use the pen provided at the voting booth.
   b. Fill in the oval for each selection. Do not make any other marks on the ballot.
   c. Do not sign their name, initial, or make any other identifying marks on the ballot. Ballots with identifying marks may be rejected by the scanner.

11. Tell the voter to raise their hand or alert a voting judge if they have questions or make a mistake on the ballot.

12. Hand the voter the privacy sleeve and direct the voter to the voting booths or to a Voting Judge, if they are using the BMD.

13. Keep the ballots and Ballot Activation Cards secure at all times.

**Damaged Ballots**

When a paper ballot or BAC is damaged prior to being issued to a voter, follow these steps:
1. Record the ballot on the *Spoiled Ballot Log*;
2. Using a black marker, write “spoiled” across the face of the ballot or BAC and over-vote each contest;
3. Deposit the spoiled ballot or BAC into the *Spoiled Ballot Envelope*.

**Spoiled Ballots**

A voter may request a replacement ballot or BAC when:
- voter wants to make changes to their ballot selections after the paper ballot has been marked (or a BAC has been printed);
- the ballot or BAC is damaged to the extent that a Scanning Unit will not accept it; or
- a Ballot Marking Device has malfunctioned or a BAC fails to work.

Note: A voter’s blank BAC may be reused on a Ballot Marking Device that has timed out and if no selections have been made.

**A voter may not be issued more than three ballots.**

**To spoil a ballot:**
1. Indicate the ballot type, the voter’s name and the voter’s ID number on the *Spoiled Ballot Log* and initial the form.
2. Draw a line through the Ballot Judge’s prior initials on the VAC and re-initial the VAC, to show that a replacement ballot has been issued.
3. Give the voter a black marker and instruct voter to mark through (over-vote) every contest in which they made a selection.
4. Instruct the voter to write “spoiled” across the ballot (**direct the voter to a Voting Booth to spoil their ballot in private.**) Verify the voter’s choices cannot be seen.
5. Give the voter a replacement ballot or BAC.
   **Note:** If a voter spoils more than one ballot, the judge must offer assistance and the option of using the Ballot Marking Device.
6. Deposit the spoiled ballot or BAC into the “Spoiled Ballot Envelope”.