Election Day

Contact Numbers

IMAGE CAST VOTING MACHINE PROBLEMS	**753-1590**
Inspector Problems	**753-1599**
Supply Problems	**753-1501**
Voter Questions	**753-1550**
For Voters Needing a Spanish Interpreter	**753-1560**

Last Revised 7/24/2013

Monroe County Board of Elections

Training Manual for Election Inspectors

2013

Inspector Name:_____

You MUST bring this manual with you on Election Day.

You're Right To Vote.

PETER M. QUINN
COMMISSIONER

DOUGLAS E. FRENCH
DEPUTY

Monroe County Board of Elections
39 West Main Street
Rochester, NY 14614
www.monroecounty.gov/elections

THOMAS F. FERRARESE
COMMISSIONER

COLLEEN ANDERSON
DEPUTY

Primary Election
Tuesday, September 10, 2013

General Election
Tuesday, November 5, 2013

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Notes

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Notes

Monroe County Board of Elections

Training Manual

for Election Inspectors

General Information

Message from the Commissioners

Peter Quinn

Thomas Ferrarese

Dear Inspector:

We have used our new voting equipment for a number of years now successfully. The high turnout last year provided the opportunity for most of our voters to try the new equipment. With that behind us it doesn't seem to be new equipment anymore. Good communications with the voter, making sure we provide them clear instructions has provided them with a positive experience. We have found most voters ask us why we didn't tell them it was so easy.

As in the past we continue to revise our training manual, refining it to make it more organized and laid out to help you find the information you need more quickly. The training class each year is updated to provide a more step by step process to get you through Election Day and provide more information regarding what we have learned in the past elections. Each election we have seen improvements in procedures many of which have come from your input. Hopefully over time all of these changes will become second nature to us all. We know with your committed effort we will get there.

The Primary Election date is September 10th and the polls will be open from noon till 9:00 PM and Inspectors are expected to be at the sites no later than 11:00 AM. The General Election will be on Tuesday, November 5th and the polls will be open from 6:00 AM to 9:00 PM. Inspectors must be at their assigned sites no later than 5:00 AM. Check with your Coordinator if you have any questions regarding this.

Remember, you are representing the Commissioners at the polling site. We are leasing these sites and work closely with the owners to make sure there is as little disruption to their normal activities as possible. Since the Commissioners have the final responsibility and say about all activities at the polling site your loyalty to the Board of Elections will ensure the success of our elections. We are confident that your training will prepare you to be an effective and well informed Election Inspector who will represent us proudly. Please remember we are only a phone call away and are prepared to assist you in anyway necessary. Thank you for your dedication to ensuring, fair, honest, and accurate elections.

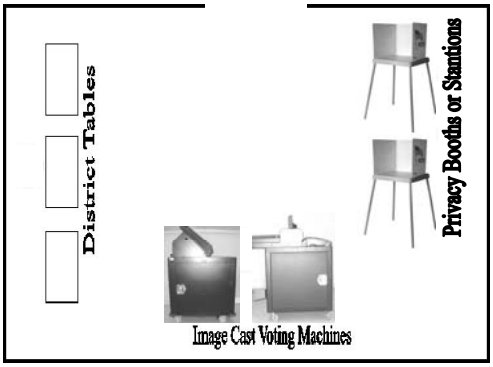
Sincerely,

Peter Quinn
Republican Commissioner

Thomas Ferrarese
Democratic Commissioner

The IC-1 (Scanner Only)

In 2013, all polling sites will have at least one IC-1 (Scanner). This is a unit with a stand-alone scanner. Voters will be given a pre-printed ballot when they check-in with the Inspectors, fill out their pre-printed ballot at the privacy booths or stanchions and then deposit their marked ballot in ANY scanner. Voters with disabilities may, if they wish, use the IC-1 (Scanner).



Sample polling site showing 3 Election Districts (tables) with two voting machines, an IC-1 (Scanner) and an IC-2 (BMD) with stanchions.

The IC-2 (BMD & Scanner)

In 2013, each polling site will have one IC-2 (BMD) voting machine. The IC-2 is equipped with a scanner that operates just like the IC-1 and a ballot marking device (BMD). The BMD is specifically targeted to assist voters with disabilities. The BMD is a device that takes a blank sheet of paper and creates a marked ballot resulting from voter audible or tactile interface. After the ballot is created, it is placed in the scanner and the procedure is substantially the same as that for the IC-1 (Scanner). Voters wishing to use the BMD will be escorted from the table to the BMD. The Inspectors must monitor the BMD while the voter is using it.

COORDINATORS

Appointment Coordinators are recommended by the Political Leader in their area and appointed by their Commissioner.

Purpose To schedule Inspectors and appoint Site Chairs for each polling site. To oversee the Inspectors and Site Chairs at all polling sites within their Coordinator areas.

Responsibilities

- Scheduling Inspectors and Site Chairs.
- Ensuring Inspectors and Site Chairs attend required training classes.
- Recruiting Inspectors and Site Chairs.
- Communicating with the Inspectors and Site Chairs in their Coordinator areas.
- Assist with supply delivery and return to the Board of Elections.
- Visiting each polling site on Election Day, at least twice, morning and evening.

Notes Coordinators are looking to schedule Inspectors who are knowledgeable, trained, friendly, courteous and can work the entire Election Day. Inspectors and Site Chairs need to maintain a good relationship with their Coordinators.

SITE CHAIRS

Appointment Site Chairs are appointed prior to an Election Day by their district Coordinators, subject to confirmation by the Commissioners.

Purpose To oversee the Inspectors in the polling site during an Election Day.

Qualifications A Site Chair must be a qualified Election Inspector.

Responsibilities

- Make sure that one Democratic and one Republican Inspector are present at all times for each district table in the polling site.
- Ensure that the polling site is set-up in accordance with the Board of Elections Polling Site Diagram.
- Schedule Inspector meal breaks and time for voting for each Inspector in the polling site.
- Make sure that all forms are filled out properly. Make sure that Inspectors are signing the appropriate documents. Ensure that all envelopes are signed.
- To return the **Red Security Bag** to the Town Clerk in the Towns or directly to the Board of Elections in the City.
- To return the **Blue Ballot Security Bags** (one from each voting machine) to designated locations in the Towns and the City.
- Keep the Coordinator and Board of Elections informed about any concerns.

ELECTION INSPECTORS

Purpose

Inspectors must ensure fair and honest elections.

Qualifications

An Election Inspector must:

- Be a registered voter.
- Be a resident of the County in which he or she serves.
- Attend an annual training session, or as required by the Commissioners.
- Pass an examination when required.
- Speak and read the English language and write legibly.
- Not hold any public office or be a candidate for public office or party position to be voted on by the voters of the district in which the Inspector would be working or be the spouse, parent or child of a candidate running for office in the district in which the Inspector would work.

Responsibilities

- Arrive on time at your polling site on Election Day. If you are late, an Emergency Inspector may be assigned in your place.
- Organize Election Day supplies. Inspectors should have their *street guide, poll book, signature cover, challenge report, pre-printed ballots, privacy folders, Notice to Voters, affidavit ballots,* and *affidavit ballot envelopes* on each district table.
- Set-Up and maintain the physical layout of the polling site per Board of Elections polling site diagram.
- Open and close the Image Cast Voting Machines (IC-1 and IC-2).
- Process qualified voters.
- Rotate tasks and share the work. Common tasks are handing-out *paper ballots* to voters, overseeing the *Poll Book*, being in charge of the *street guide*, monitoring the *privacy areas, monitoring the voting machines*, and overseeing the *affidavit ballot voters*. Remember, Inspectors will rotate tasks throughout the day.
- Complete all necessary paperwork.
- Maintain order at the polling site.

Scheduling Notes

- Inspectors must follow the guidance of the Coordinators from EITHER party.
- Inspectors may be scheduled to work in any polling site.
- Inspectors may be scheduled in a different polling site than where they vote.
- Inspectors should contact their Coordinator if they have any scheduling questions.
- Inspectors must call their Coordinator immediately if they are scheduled and unable to work.

Election Etiquette

Election Inspectors are representatives of the Board of Elections. As such they must:

- Check and recheck to make sure ALL voters are able to exercise their right to vote.
- Remain calm at all times (no yelling).
- Be flexible and sympathetic to the needs of voters.
- Be polite to voters.
- Use all resources at your disposal, including calling the Board of Elections.
- Be considerate to your fellow Inspectors (no arguing or shouting).
- Be respectful and follow the guidance of your Site Chairs and Coordinators from either party.
- Be courteous toward any custodians, teachers, managers, security or other staff in your polling site.
- Be courteous toward Poll Watchers and Candidates. Kindly advise them of election procedures, if necessary.
- Be courteous toward media that appear at your polling site.
- Take care of your polling site: keep your table organized and the facilities clean.

Breaks & Meals

- Inspectors take reasonable meal breaks. The Board recommends that breaks and meal time be taken at slower intervals, mid-morning and mid-afternoon, during the day.
- The exact time of breaks can be decided among all of the Inspectors, but with both Site Chairs' agreement. The Board of Elections recommends that meal times not exceed a half hour for lunch and a half hour for dinner.
- All Inspectors MUST be present from 5pm to close.
- Inspectors should return ON TIME, from breaks or meal periods.
- No food or drink should be kept on the table where the Poll Book, street guide and other official documents are set up.

Conduct

- While working, Inspectors MAY NOT bring children to the polling site.
- While working, Inspectors MAY NOT bring pets to the polling site.
- While working, Inspectors should refrain from long conversations with friends.
- Inspectors must dress professionally.
- TVs, radios, and laptops should not be brought to the polling site.
- Cell phone use should be kept to a minimum when working: try to return calls on break.

Notes

Monroe County Board of Elections

Training Manual

for Election Inspectors

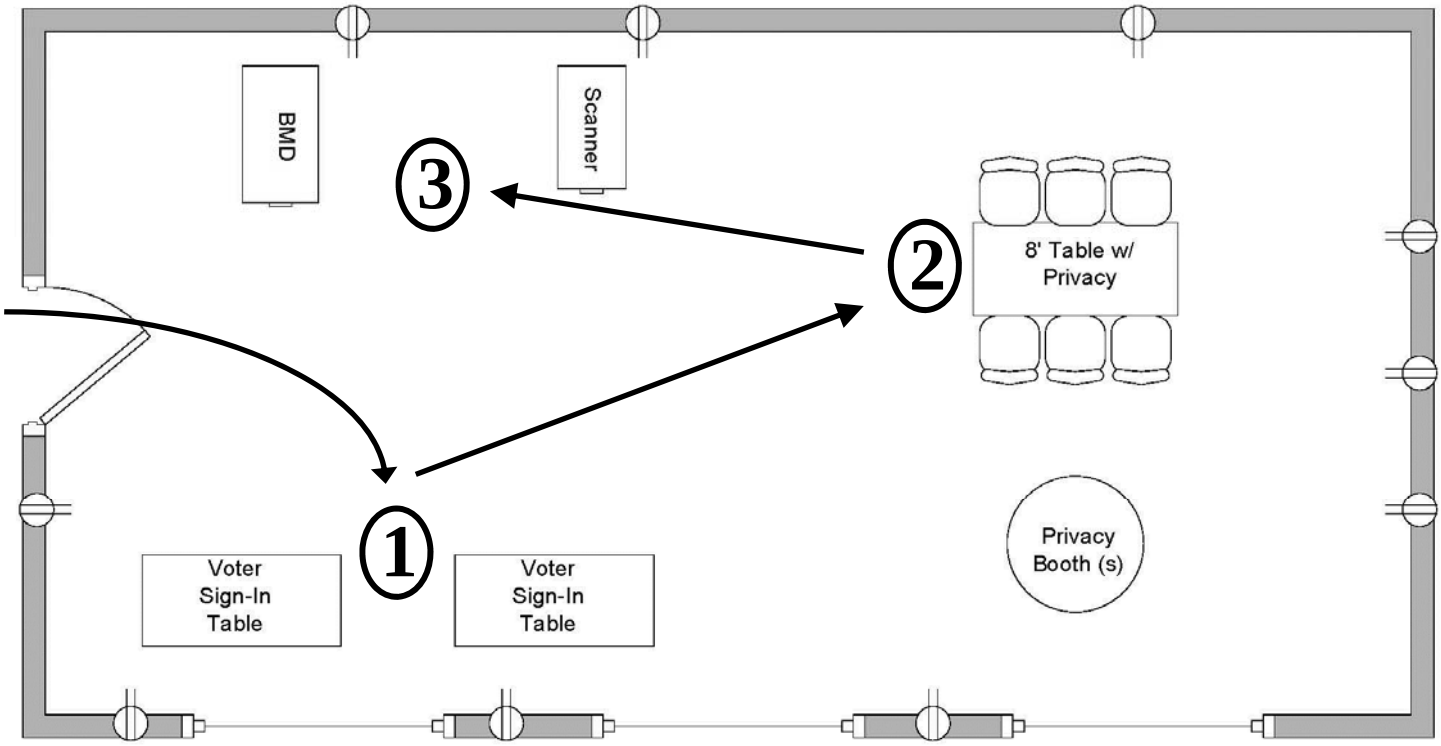
Preparing the Polling Site and Voting Machines

Setting up/Maintaining the Polling Site

1. Inspectors **must** set up the polling site according to the polling site diagram provided by the Board of Elections. (If changes are needed please call 753-1599.)
2. Ensure that ALL voting instructions are properly displayed.
3. At least two Inspectors (bi-partisan) should be available to assist voters in the area of Privacy Booths or stanchions and the Image Cast Voting Machines at all times.
4. Inspectors may inform voters about the voting instructions inside the privacy booths.
5. Inspectors should ensure there are marking pens in each privacy booth.

Marking Pen

SAMPLE Diagram of Voter Process for the Image Cast Voting Machine



1. **The voter checks in at their district table and receives a pre-printed ballot in a privacy folder.**
2. **The voter proceeds to the privacy area and marks their ballot in a privacy booth.**
3. **The voter goes to ANY voting machine and deposits their ballot.**

Supply Bag Opening List (by Bag)

How to use this list: This list divides all supplies by opening bag. Also included are notes on where the supplies are packed or how they get to the polling site. For instance, the green ballot bags will be found in the machines. The envelopes and bags that are NOT highlighted contain items but are themselves packed in another bag.

Ballot Bag (Green) (in machines)

____ Affidavit Ballot Envelopes
____ Affidavit Ballot Return Envelope
____ Affidavit Ballots
____ Ballot Packs, Unused
____ Ballot Reconciliation Sheet
____ Blank Ballot Packs

District SPECIFIC (in machines)

____ Abandoned Ballot Return Envelope
____ Challenge Report
____ Court Order Return Envelope
____ Election Inspectors Needed sheet
____ Election Supplies district label sheet
____ Notes to Commissioners
____ Notice to Voters (English and Spanish)
____ Oath for Person(s) Assisting Voter (English and Spanish)
____ Over-Vote Instructions
____ Privacy Folder
____ Proposition Booklet
____ Repacking Sheet Instructions
____ Signature Cover
____ Small Bag 1
____ Small Bag 2
____ Spoiled Ballot Envelopes
____ Spoiled Ballot Return Envelope
____ Street Guide
____ Suggested Valid ID sheet
____ Unscanable Emergency Ballot Return Envelopes
____ Voter Registration Forms, blank/Spanish if applicable
____ Voting Instructions/Spanish if applicable
____ Welcome to District Sign

Site Generic (in one machine)

____ Arrow Signs
____ Braille Bill of Rights
____ Braille Bill of Rights, Spanish (if applicable)
____ Distance Marker
____ Magnifier
____ Vote Here Sign
____ Vote Here Sign – Voters with Disabilities
____ Voters Bill of Rights
____ Voters Bill of Rights in Spanish

Machine SPECIFIC (per machine)

____ After the Polls Closed Sheet (Certificate #2)
____ Before the Polls Open Sheet (Certificate #1)
____ Closing Seal Bag
____ Write-In Return Ballot Envelope

Site SPECIFIC (brought by a Site Chair)

____ Badges and Book Seals Envelope
____ Call-In District Sheet
____ Certificate of Service
____ District Map/Poll Site Listing
____ Inspector Manual
____ Machine Key Envelope
____ Machine Keys
____ Over-Vote Poster
____ Pay Vouchers and W-9s (if applicable)
____ Poll Book
____ Polling Site Diagram
____ Polling Site Survey
____ Red Security Bag
____ Scissors
____ Sample Ballot (English and Spanish, if applicable)
____ Site Street Directory
____ Spanish Interpreter Envelope (if applicable)

BMD Equipment Bag (in IC-2 BMD)

____ ATI with Cord
____ Headphone Covers
____ Headphones
____ Paddles (Left and Right)
____ Rubber Gloves
____ Sip and Puff Device
____ Straws

Closing Seal Bag (IC-1/IC-2) (in Machine Specific Bag)

____ Plastic Seal
____ Sticker Seal

Small Bag 1 (in district specific bag)

____ I Voted Today Stickers
____ Paper Clips
____ Pencils
____ Pens
____ Tape

Small Bag 2 (in district specific bag)

____ Ballot Markers

Badges and Bookseals Envelope (in Site Specific Bag)

____ Book Seals
____ Inspector Badges

4/16/2013

CALL 753-1501 FOR MISSING SUPPLIES

For Repacking at the Close of the Polls See Other Side

Image Cast Voting Machine (IC-1) Seal and Machine Number Locations

Sticker Seal

(Blue or Red)

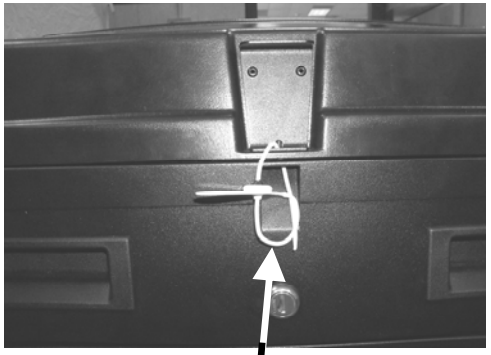
Plastic Seal

(White, Yellow or Red)

Ballot Box Door View

Sticker Seal #1 (Blue)

Machine Number



Plastic Hood Seal (White)

Scanner Side View

Memory Compartment Plastic Seal (Yellow)

(<u>NEVER</u> remove ANY Red Seals)

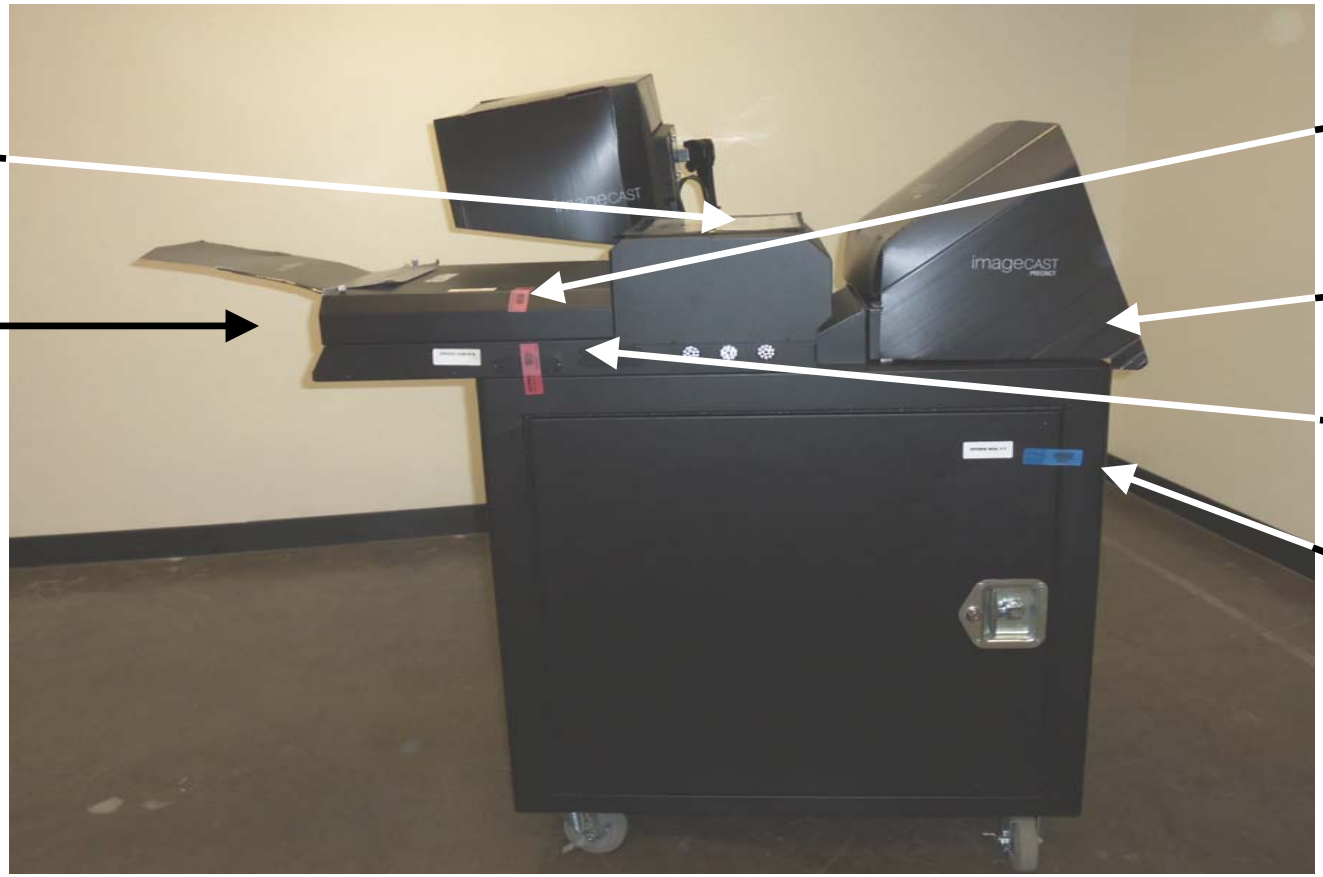
Image Cast Voting Machine (IC-2) Seal and Machine Number Locations

Sticker Seal

(Blue or Red)

Plastic Seal

(White, Yellow or Red)



Machine Number

Sticker Seal #4 (Blue)

Sticker Seal #3 (Red)

Memory Compartment Plastic Seal (Yellow)

Sticker Seal #2 (Red)

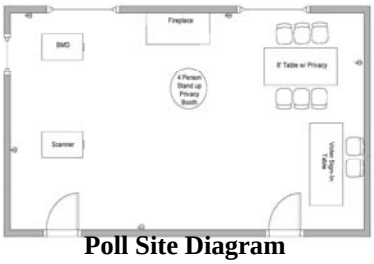
Sticker Seal #1 Ballot Box Door Seal (Blue)

(NEVER remove ANY Red Seals)

Opening the Image Cast Voting Machines

Objective

To have all voting machines set-up and ready and all materials (such as ballots and signs) prepared for voters by 6:00 AM for the General Election or 12:00 PM (noon) for the Primary Election. All activities must be done in bi-partisan teams.



Poll Site Diagram
(step 1)

Supply Procedure

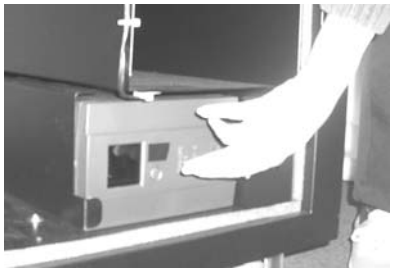
- One Site Chair will bring the s**ite specific bag**. The voting machine keys will be inside.
- A **site generic bag** will be located in <u>one</u> of the voting machines.
- One or more **district specific bag(s)** for <u>each</u> district will be in the voting machines.
- One or more **Green Ballot Bag(s)** for <u>each</u> district will be located in the voting machines.
- A **machine specific bag** for <u>each</u> voting machine.
- Each IC-2 will contain a **BMD equipment bag**.

Locking the IC-1 wheels
(Step 2)

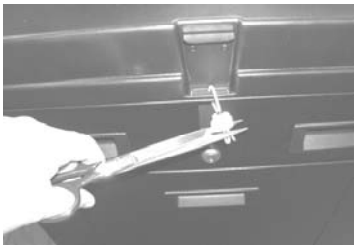
Procedure to set-up the Image Cast Voting Machines

1. Ensure the voting machines are positioned in accordance with the polling site diagram provided by the Board of Elections.
2. Lock the wheels by pressing down firmly on each of the four wheel locks.
3. **For the IC-2 only**, remove the protective nylon cover and styrofoam from the printer and scanner.
4. Unlock the ballot box door. Turn the key vertically, rotate the handle and pull the door open.
5. Remove the **machine specific bag** for each voting machine from inside the **Blue Ballot Security Bag**.
6. Locate the "Before the Polls Open" sheet for the voting machine
7. Peel-off the opening, blue Sticker Seal #1 from the ballot box door and place it below step 4 on the "Before Polls Open Sheet" (keep this sheet at the voting machine).
8. Remove the extension cord.
9. Plug the voting machine cord into the extension cord and plug the extension cord into an outlet. Be sure the cords do not present a tripping hazard. **NOTE: For the IC-1 the voting machine is now ON**. **For the IC-2, you must press the round red power button on the supply box located inside the lower right corner of the ballot box.**
10. **For the IC-1 only,** cut the white plastic hood seal. Set up the hood by placing the hood flaps into the slots on the IC-1.
11. In a few moments, an audible beeping tone begins sounding and the screen will display "Please Insert Security Key to authenticate election files".

Ballot Box Door Lock **(step 4)**



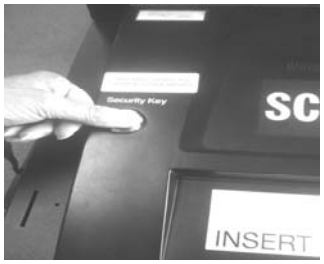
Power Supply: Push Bottom Button to turn power on (step 9)



Cutting the Plastic Hood Seal (Step 10)

Opening the Image Cast Voting Machines (continued)

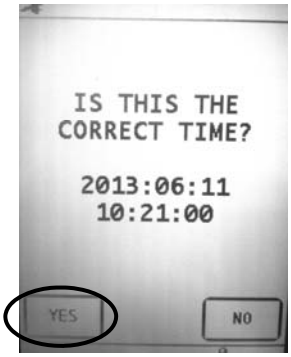
12. Place the security key to the security key pad.
13. **Please enter the password to unlock the device. (The password will be found on the machine key envelope) The display will read "Security Key Verified", and then "Key Accepted. Validating elections files please wait."**
14. **The operator panel will ask you to verify "Is this the correct time?" displaying the time that is set on the voting machine.**
15. **Note the time displayed on the voting machines operator panel on step 3 on the "Before the Polls Open" sheet.**
16. **Press "YES" on the operator panel. IMPORTANT: Do NOT alter or change the time on the voting machine.**
17. **"Election files are verified." is displayed on the operator panel. Do not touch the Operator Panel again until the Administrative Menu is displayed.**
18. For the IC-2 only, remove the BMD Equipment Bag and Privacy Devices from inside the voting machine.
19. Remove the **Green Ballot Bag(s)**, the **district specific bag(s)** and the **site generic bag** from the voting machine(s).
20. Make sure the **Green Ballot Bag(s)** and the corresponding **district specific bag(s)** stay together. Deliver to proper district voter sign-in table.
21. Ensure that the **Blue Ballot Security Bag** is <u>open</u> and <u>empty</u> before placing it back into voting machine.
22. Ensure all other items are removed from the voting machine.
23. Close and lock the ballot box door by rotating the handle and pushing the handle down. Remove key from lock.
24. **For the IC-2 only**, peel-off Sticker Seal #4 from the Audio Tactile Interface (ATI) connection and place below step 14 on the "Before Polls Open" sheet.
25. **For the IC-2 only**, plug the ATI into the ATI connection on the left hand side of the printer unit. Attach the head set to the right side port of the ATI.
26. **For the IC-2 only**, Attach the privacy screen over the scanner side of the IC-2. Attach the privacy screen to the monitor to protect the BMD voters' privacy. Attach the privacy sleeve to the printer end of the voting machine.



Touching the Security Key (step 12)

Enter password (step 13)

Message displayed after password is entered (step 13)



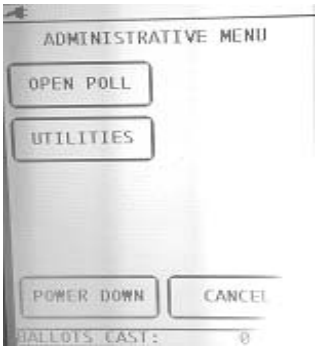
Verify the time (step 14)

Attaching Headphones to the ATI (step 25)

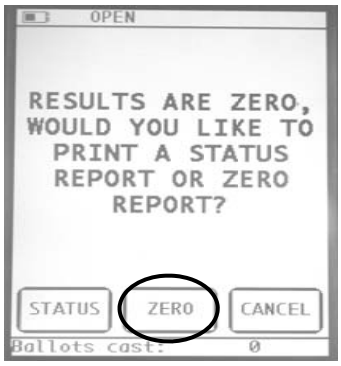
Opening the Image Cast Voting Machines

PROCEDURE FOR PRINTING THE OPENING TAPE

27. Finish completing the "**Before Polls Open**" sheets for each voting machine. Place required opening sticker seals on that sheet. Record required seal information.
28. From the Administrative Menu, press the "Open Poll" button (upper left hand corner).
29. The Administrative Menu on the operator panel displays "Results are Zero" (no ballots have been deposited into the scanner) and prompts the user to print a STATUS or ZERO REPORT.
30. Press the **ZERO** button (DO NOT press the Status Button). The Screen displays the message "Printing Zero Tape." The Opening Zero Tape prints.
31. After the Opening Zero Tape is printed, the voting machine asks the user to print more copies. Press **No** on the operator panel.
32. Examine the Opening Zero Tape. (**NOTE:** Ensure your Opening Tape is a Zero Tape. If you have a STATUS Tape, call the Board of Elections at 753-1590 to reprint an Opening Zero Tape.) Make sure all results are at zero. On the heading at the top of the tape, verify the correct:
    a. Polling Site Name (Voting Location Name).
    b. Election Districts (Precincts) for the entire polling site.
    c. The Total Scanned is zero.
33. Verify the candidates on the Opening Zero Tape are the same as those on the sample ballot (the sample ballot will be found in the district specific bag).
34. At the bottom of the tape, verify the protective counter number on the Opening Zero Tape matches the protective counter number on the voting machines' key envelope.
35. NOTE: If the Opening Zero Tape does not show zeroes, contact the Board of Elections immediately (753-1550).
36. Place the signed Opening Zero Tape in the Red Security Bag.
37. On the Administrative Menu, confirm that the Ballots Cast (located at the bottom right of the screen) is zero. If a number other than zero is displayed, contact the Board of Elections immediately.
38. The voting machine is now ready and the operator panel will read "System Ready".
39. Place the voting machines' keys back in the voting machine key envelope and keep them in a safe place.
40. **For the IC-2 only**, frequently check the indicator status lights located above the ballot box door to monitor the status of the IC-2 (BMD & Scanner). (Refer to page 36 for *Status Light Conditions*.)



Press "Open Poll" to print Opening Tape (Step 28)



Print Opening Zero Tape (step 30)

Examine Opening Zero Tape (Steps 32 through 34)

Place the signed Opening Zero Tape in the Red Security Bag (Step 36)

Primary Election 9/10/13

BEFORE POLLS OPEN (CERTIFICATE #1)

To be completed and signed by the Board of Inspectors at the opening of the Polls.
WE DO HEREBY CERTIFY; that on this day, before the Polls were opened to the public for voting:

1. Voting machine keys were delivered to us in a secure envelope, and the keys were removed in the presence of at least one Democratic and one Republican Inspector. ✓ YES ___ NO
2. Confirmed the voting machine number matches the voting machine number provided on the key envelope. ✓ YES ___ NO (If NO, contact the Board of Elections IMMEDIATELY)

   VOTING MACHINE NUMBER is: 125 (located on the top of the machines scanner unit)
3. The time displayed on the voting machine's operator panel is: 11:41 AM **DO NOT CHANGE THE TIME ON THE VOTING MACHINE!**
4. The **IC-1 ONLY:** The **WHITE plastic hood seal** number is: 505098
5. The ballots were delivered to us inside the sealed and locked voting machine. **BLUE sticker seal #1** is: 1521018
   Remove **BLUE sticker seal #1** from the ballot box door and place the seal HERE:

6. The Green Ballot Storage Bags and District Specific Bags were delivered to the proper Election District tables. ✓ YES ___ NO
7. We have inventoried all necessary certificates, forms and envelopes to be completed throughout Election Day, in accordance with the instructions provided by our County Board of Elections. The Opening ZERO tape produced by this voting machine was reviewed to ensure that ALL of the contests are at ZERO. ✓ YES ___ NO (If counters are not all at ZERO, contact the Board of Elections IMMEDIATELY)
8. The sample ballot was compared to the pre-printed ballot packs and the Opening ZERO tape, ensuring the offices up for election, the candidates names and ballot proposals matched. ✓ YES ___ NO (If NO, contact the Board of Elections IMMEDIATELY)
9. The Protective Counter number (located near the bottom of the Opening ZERO tape) matches the Protective Counter number on the voting machine key envelope. ✓ YES ___ NO (If NO, contact the Board of Elections IMMEDIATELY)

   PROTECTIVE COUNTER NUMBER is: 299 (located towards the bottom of the Opening ZERO tape)
10. The Opening ZERO tape has been placed in the Red Security Bag. ✓ YES ___ NO
11. The **YELLOW plastic seal** number on the memory card compartment is: 5090983 **(DO NOT REMOVE)**
12. The **RED sticker seal #2** on the electrical cover is: _____
    (This seal should **NEVER** be removed)
13. The **RED sticker seal #3** on the BMD printer cover is: _____
    (This seal should **NEVER** be removed)
14. The **BLUE sticker seal #4** on the ATI connection is: _____
    Remove **BLUE sticker seal #4** on the ATI connection and place the seal HERE:

IC-2 BMD ONLY

15. Ensure all supplies have been removed from the voting machine, and that the Blue Ballot Security Bag is EMPTY and OPEN and is placed back inside the voting machine and the ballot box door is LOCKED.

Signature of Inspectors: (DEM) Sue Smith (REP) Joe Johnson

Notes

(see machine diagrams)

The Voting Machine Number is located on the top of the voting machines' scanner unit

The time displayed on the voting machines' Operator Panel at opening-DO NOT CHANGE THE TIME ON THE VOTING MACHINE!

The hood seal number is located on the plastic seal that secures the hood

Place Opening blue sticker seal #1 (Ballot Box Door Seal) here

The Sample Ballot is in the District Specific Bag

The Protective Counter Number is located toward the bottom of the Opening Zero Tape

The yellow memory card seal secures the memory card compartments on the front of the scanner (DO NOT CUT)

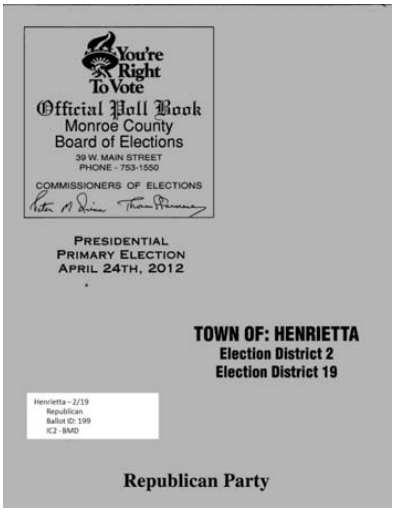
See the IC-2 (BMD) Diagram provided in this manual for the location of these seals

Place Opening blue sticker seal #4 (ATI Connection Seal) here

Two Inspectors, one from each party, must sign

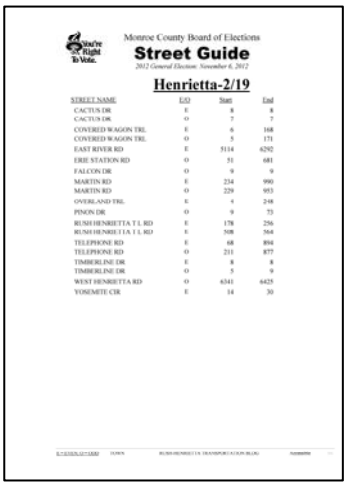
Important Supplies

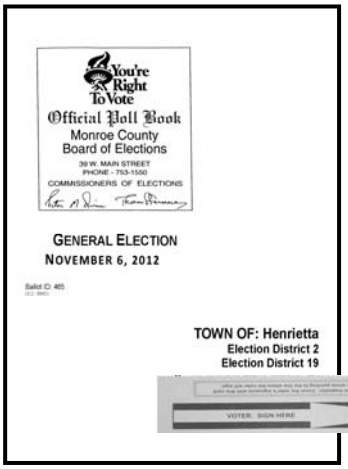
NOTE: Inspectors MUST ensure all District Specific Supplies and bags stay together.
Check all labels and match Districts.

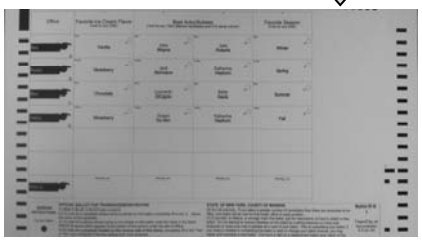


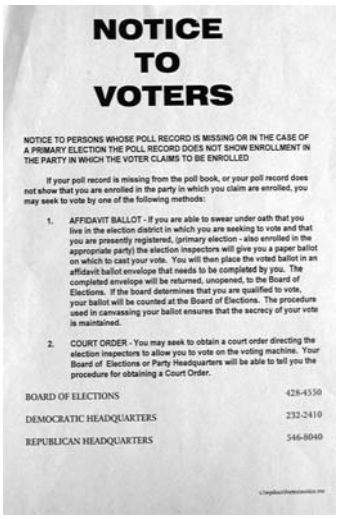
Voter Sign-In Tables

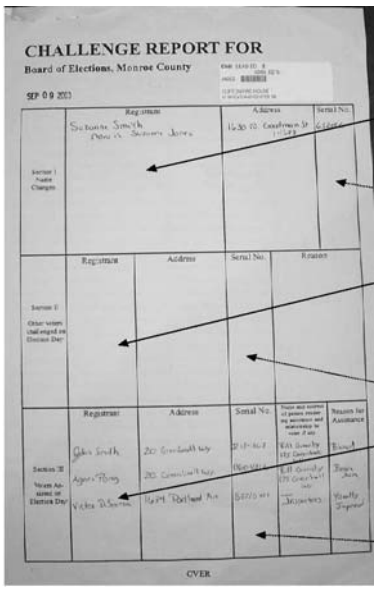
These Important Supplies should be on Voter Sign-In Tables at all times

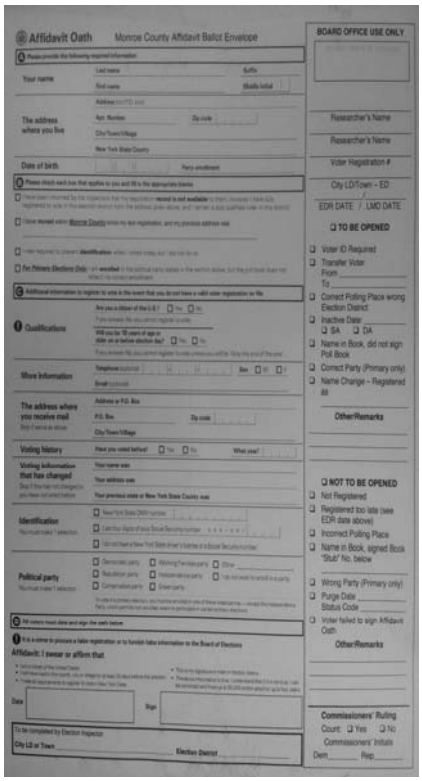






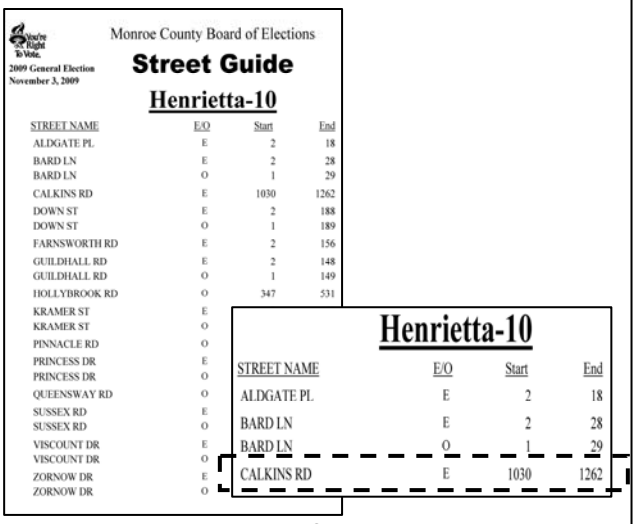






Important Supplies

Street Guide



Monroe County Board of Elections

Street Guide

2009 General Election
November 3, 2009

Henrietta-10

STREET NAME	E/O	Start	End
ALDGATE PL	E	2	18
BARD LN	E	2	28
BARD LN	O	1	29
CALKINS RD	E	1030	1262
DOWN ST	E	2	188
DOWN ST	O	1	189
FARNSWORTH RD	E	2	156
GUILDHALL RD	E	2	148
GUILDHALL RD	O	1	149
HOLLYBROOK RD	O	347	531
KRAMER ST	E		
KRAMER ST	O		
PINNACLE RD	O		
PRINCESS DR	E		
PRINCESS DR	O		
QUEENSWAY RD	O		
SUSSEX RD	E		
SUSSEX RD	O		
VISCOUNT DR	E		
VISCOUNT DR	O		
ZORNOW DR	E		
ZORNOW DR	O		

Henrietta-10

STREET NAME	E/O	Start	End
ALDGATE PL	E	2	18
BARD LN	E	2	28
BARD LN	O	1	29
CALKINS RD	E	1030	1262

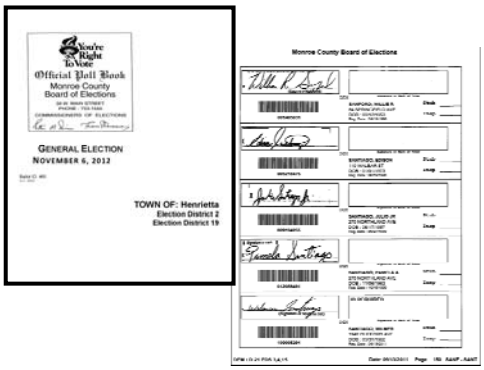
Street Guide: To confirm a voter lives in the Election District. With 3 or more district polling sites, it is helpful to have an Inspector be a greeter to guide voters to the proper district table.

Procedure:

1. Find the voters' street.
2. Determine if the house number is odd (O) or even (E).
3. Make sure the voter lives within the house range. (Their house number is greater than the starting number and less than the ending number.)
   a. If the voters' house number is within the range, send them to the district table with the Poll Book for sign-in.
   b. If the voters' house is NOT within range, see the section in this manual called *Voter Does Not Live In The District* (page 52).

EXAMPLE: Abby lives at 1032 Calkins Rd. Using the street guide we can confirm she lives in District 10 in Henrietta.

The Poll Book



Official Poll Book
Monroe County
Board of Elections

GENERAL ELECTION
NOVEMBER 6, 2012

TOWN OF: Henrietta
Election District 2
Election District 19

Monroe County Board of Elections

1. Poll Books are arranged alphabetically by the Voters' *Last Name* and then *First Name*.
2. Use the *index* at the bottom right of the Poll Book to help quickly locate a voters' name.

Poll Book Procedures

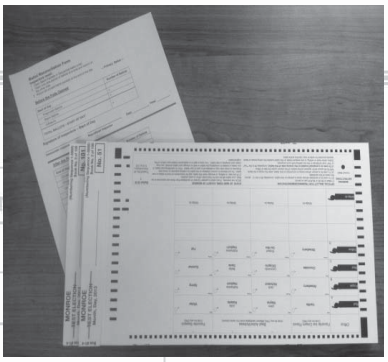
1. A voter may NEVER sign for someone else.
2. **Make sure the voter signs next to their own name**.
3. Power of Attorney and pre-printed stamps may NOT be used.
4. Never make stray marks in the Poll Book.
5. Never add voters into the Poll Book or write on the back of any page.
6. Note deceased voters in the Poll Book. Only information given from a relative may be noted. Note the relationship (mother, father, brother, sister, etc.) of the person telling you about the voter.
7. Note voters who have moved in the Poll Book. Only information given from a relative may be noted. Note the relationship (mother, father, brother, sister, etc.) of the person telling you about the voter. If the person moved within Monroe County, note the full residence address to which they moved. If the person moved out of county or state, note that.
8. Note any corrections to the birth date.
9. Note spelling corrections in the Poll Book.
10. Always double-check the spelling of a voters' name. Turn a few pages forward or back.

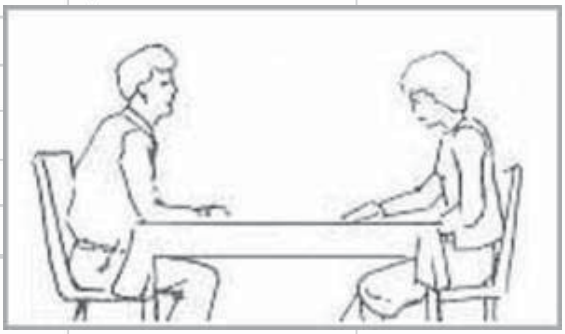
Ballot Reconciliation Form – Before Polls Open

Please refer to your

Supplemental Ballot Reconciliation Pamphlet

Reconciling the ballots on Election Day is a NY State requirement, and a vital step to assuring the voter that all ballots are counted.

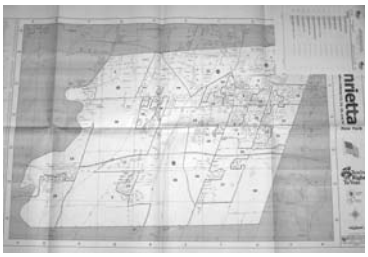
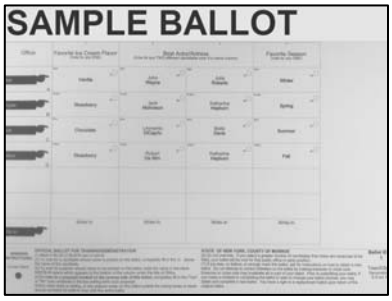




REMINDER: 2 Inspectors, one from each party, are assigned to ballot reconciliation. In the morning, before polls open, count all ballots in each election districts green ballot bags to verify total number of ballots received.

Signs

Remember: Signage will be available in both English and Spanish in most polling sites. You must post all signs.

	Purpose	The **distance marker** is used to warn people not to electioneer within a 100' radius of the polling site.
	Procedure	• The **distance marker** should be placed outside, 100' from the entrance of the polling site. • Attach it to a wall, post, fence, tree or whatever object is about 100' away.
	Notes	A distance marker should be placed 100' from EACH entrance of the polling site.
	Purpose	To show the entrances voters use to enter the polling site.
	Procedure	There are two **Vote Here** signs. • The black-and-white sign should be posted on the door or doors voters use to enter the polling site. • The blue and white sign with a wheelchair emblem must be placed on the handicapped accessible door.
	Notes	Entrances should not be locked; the handicap entrance must remain unlocked during voting hours.
	Purpose	The **arrow signs** are used to direct voters to a room or location inside a polling site.
	Procedure	Post on inside walls in visible locations.
	Purpose	The **Welcome to District Sign** helps the voter clearly identify the table they should report to.
	Procedure	The Welcome to District Sign must be posted on the wall near the district table.
	Notes	Make sure this sign is visible to the voters.
	**Purpose**	The district map is used to determine what polling site a voter votes at.
	Procedure	The **district map** should be hung on the wall in a visible location near the check-in tables.
	Notes	A *polling site listing* will be stapled to the map. Use the map to find a voters' correct ED and then match the ED with the polling site and address.
	**Purpose**	The sample ballot is used by voters to determine what candidates are on the ballot.
	Procedure	• The **sample ballot** should be posted on the wall near the district table. • Make sure the sample ballot is the same as the pre-printed ballot .
	Notes	Voters can use the sample ballot to confirm the candidates on the ballot.

Notes

Monroe County Board of Elections

Training Manual

for Election Inspectors

Guiding the Voter Through the Voting Process

CHECKING-IN THE VOTER

Purpose

To ensure voters are processed fairly and politely in accordance with Election Law.

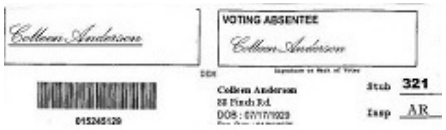
NOTE: Ensure all district specific supplies and bags stay together.

- Poll Book
- Green Ballot Bag
- District Specific Bag

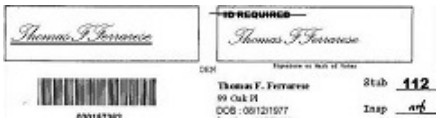
Procedure

1. Locate the voters' name in the Poll Book.
2. If you cannot locate the voters' name in the Poll Book, use the Street Guide to determine if the voter lives in that district, then you may need to direct the voter to the district map or call the Board of Elections.
3. Check to see if "Absentee Ballot" is in the voters' signature box. If so, please see *Special Procedures* section (starting on page 47).
4. Check to see if "ID Required" is in the voters' signature box. Remember: unless it specifically indicates "ID Required", DO NOT ask voters to present ID. See *Special Procedures* section (starting on page 47).
5. If the voters' name has changed, please see *Special Procedures* section (starting on page 47).
6. Cover the voters' previous signature with the signature cover slip; this is an important ANTI-FRAUD PROCEDURE. Have the voter sign in the signature box.
7. Compare the signatures. Remember: A voters' signature may change through the years.

Poll Book with **anti-fraud cover**. Notice "**ID Required**" voter and "**Absentee Ballot**" Voter references. Also notice the **lines** where the Inspector in charge of the Poll Book is REQUIRED to place their **initials** and the voters' **stub number**



"VOTING ABSENTEE" (step 3)

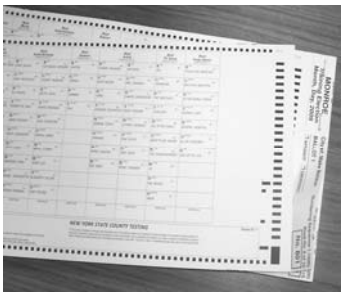


"ID REQUIRED" (step 4)

Checking in the Voter (Continued)

Procedure

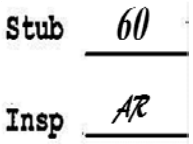
8. If the voter seems to be confused or appears to need help, the question you ask the voter is: "Do you require assistance in marking your ballot?"
   a. **No**: Carefully rip-off the **pre-printed ballot** and give it to the voter inside of a **privacy folder**. Direct the voter to mark their ballot in a privacy booth or at a table. The ballot may be deposited into ANY scanner.
   b. **Yes**: The Inspector must reaffirm to the voter, "Are you certain you wish to receive assistance?" If the voter answers "yes", carefully determine what type of assistance the voter wishes to receive. Follow the section, *For Voters Requesting Assistance* (starting on page 27).
9. The Inspector must fill-in the voters' stub number in the Poll Book from the tab remaining after the pre-printed ballot is torn off and given to the voter.
10. When signing in a voter, the Inspector must record their initials in the Poll Book.
11. Inspectors should present to the voter the "I Voted Today" sticker.



Tearing off a ballot from the ballot pack (step 8)

Placing the Pre-printed ballot into the Privacy Folder (step 8)

Inspectors must record the stub number from the tab in the Poll Book (step 9)



How to fill in the Inspector Initial and Stub number lines in the Poll Book (steps 9 & 10)

Give the Voter an "I Voted Today" sticker (step 11)

CHECKING-IN THE PRIMARY VOTER

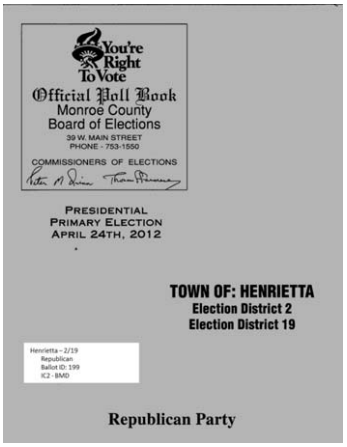
Purpose To ensure that voters are processed fairly and politely in accordance with Election Law during a Primary Election.

NOTE: Ensure all district specific supplies and bags stay together.

- Poll Book
- Green Ballot Bag
- District Specific Bag

Procedure

1. **Ask the voter what party they are registered in.**
2. **<u>Go to the Party Poll Book corresponding to the voters' party</u>. Each Party Poll Book is color coded.**
3. Locate the voters' name in the **Party Poll Book**.
4. If you cannot locate the voters' name in the Poll Book, use the Street Guide to determine if the voter lives in that district, then you may need to direct the voter to the district map or call the Board of Elections.
5. Check to see if "Absentee Ballot" is in the voters' signature box. If so, please see *Special Procedures* section (starting on page 47).
6. Check to see if "ID Required" is in the voters' signature box. Remember: unless it specifically indicates "ID Required", DO NOT ask voters to present ID. See *Special Procedures* section (starting on page 47).
7. If the voters' name has changed, please see *Special Procedures* section (starting on page 47).
8. Cover the voters' previous signature with the signature cover slip; this is an important ANTI-FRAUD PROCEDURE. Have the voter sign in the signature box.
9. Compare the signatures. Remember: A voters' signature may change through the years.



Primary Poll Book

Green Ballot Bag

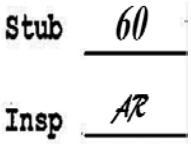
District Specific Bag

CHECKING-IN THE PRIMARY VOTER (continued)

10. If the voter seems to be confused or appears to need help, the question you ask the voter is: "Do you require assistance in marking your ballot?"
    a. **<u>No</u>**: Carefully rip-off the **pre-printed party ballot <u>corresponding to the voters' party</u>** and give it to the voter inside of a **privacy folder.** Direct the voter to mark their ballot in a privacy booth or at a table. The ballot may be deposited into ANY scanner.
    b. **<u>Yes</u>**: The Inspector must reaffirm to the voter, "Are you certain you wish to receive assistance?" If the voter answers "yes", carefully determine what type of assistance the voter wishes to receive. Follow the section, *For Voters Requesting Assistance* (starting on page 27).
11. The Inspector must fill-in the voters' stub number in the Poll Book from the tab remaining after the pre-printed ballot is torn off and given to the voter.
12. When signing in a voter, the Inspector must record their initials in the Poll Book.
13. Inspectors should present to the voter the "I Voted Today" sticker.

Privacy Folder (step 10)

Inspectors must record the stub number from the tab in the Poll Book (step 11)



How to fill in the Inspector Initial and Stub number lines in the Poll Book (steps 11 & 12)

Give the Voter an "I Voted Today" sticker (step 13)

Notes

- Primary Elections are party elections administered by the Board of Elections.
- In a Primary Election, the voter must be registered in the district and in the party holding the Primary Election.
- In a Primary Election, each Poll Book will contain consolidated districts (the voters in several Election Districts may be in one book).
- In a Primary Election, each Poll Book and corresponding pre-printed ballot pack will be color coded.

Notes

Monroe County Board of Elections

Training Manual

for Election Inspectors

For Voters Requesting Assistance

General Voting Assistance

A voter may request assistance for any number of reasons. A voter may approach the sign in table, and request Spanish translation. A voter may tell the Inspectors they cannot read or write; cannot see the names on the ballot; they are physically disabled such that he or she cannot operate the voting machine or complete a paper ballot; or they cannot cast a ballot without assistance from another person. Whenever possible, instruct a voter needing assistance on how to use the Image Cast Voting Machine before he or she marks their ballot, or offer the IC-2 (BMD) voting machine as an option for the voter. Use the sample ballot to explain the location of the candidates' names or any proposals on the ballot. This is especially important when the ballot is lengthy or when it contains amendments or propositions.

Do you require assistance in marking your ballot?

If the voter seems to be confused or appears to need help, the question you ask the voter is: "Do you require assistance in marking your ballot?" Be sure to let the voter guide you on what type of assistance they would like to receive.

If the voter requires assistance, the Inspector will then administer an oath to the voter:

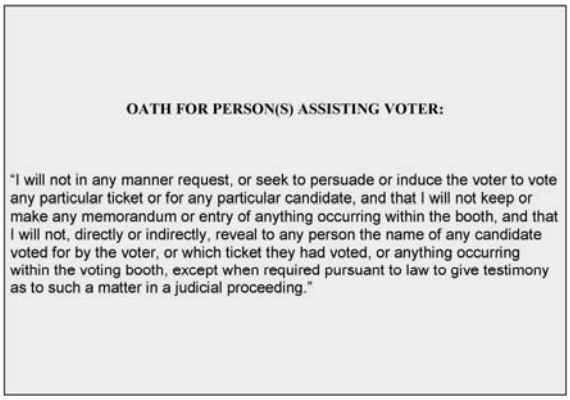
"Do you solemnly swear or affirm that the statements you just made are true?"

If the voter answers yes, then he or she may receive help from the Inspectors OR have a person of their choice assist them, so long as that person is not his or her employer or union representative.

A voter may request assistance from the Spanish Interpreter **without** the involvement of the Inspectors, only to translate ballot instructions and/or information. Spanish Interpreters must take the "Oath for Person(s) Assisting the Voter".

Assistance from Inspectors

1. Two (2) Inspectors, one Democrat and one Republican, may assist the voter.
2. The Inspectors should:
   - Agree on all actions taken.
   - ASK the voter how they can be of assistance.
   - READ the ballot to the voter, if necessary.
   - If necessary, HELP the voter mark their ballot **only** as instructed by the voter.
3. If Inspectors happen to notice how a voter voted, tell no one. Keep the choice confidential.



OATH FOR PERSON(S) ASSISTING VOTER:

"I will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and that I will not keep or make any memorandum or entry of anything occurring within the booth, and that I will not, directly or indirectly, reveal to any person the name of any candidate voted for by the voter, or which ticket they had voted, or anything occurring within the voting booth, except when required pursuant to law to give testimony as to such a matter in a judicial proceeding."

English on one side, Spanish on the other

Other person requested by voter

1. A person, other than an Inspector, who assists the voter, **must take the Oath for Assisting Voters**.
2. The person assisting must keep the voters' choices confidential, and cannot be that persons' employer or union representative.

CHALLENGE REPORT

If a voter is assisted, and for every instance voters are assisted, even when assisted by the two Inspectors or the Spanish Interpreter, include the information in Section III of the Challenge Report: NAME of voter, NAME of person assisting, and WHY assistance was given.

People with Disabilities: Basic Etiquette

Meeting someone with a Disability

When you meet someone, extend your hand to shake if that is what you normally do. A person who cannot shake hands will let you know. As in any new situation, everyone will feel more comfortable if you relax.

Meeting a person who is blind

When meeting a blind person, identify yourself. If you have met them before, remind the person of the context; he or she won't have the visual cues to jog the memory. When guiding a person who is blind, use the Sighted Guide Technique. Offer your arm and let the person hold your elbow as he or she walks one pace behind you following the movement of your arm. Relax your arm and move naturally. The person who is blind is comfortable using this familiar means of walking around.

Meeting a person who uses a Wheelchair

Never push a persons' wheelchair without permission.

Use Person First Terminology

Remember we are all people. Instead of referring to a voter with a disability as a "disabled person" use person first terminology and say "person with a disability."

Helping

Offer to assist a person with a disability. Do not begin helping someone until you first offer help. If you are unsure of how you can help, just ask. Don't be offended if someone declines your assistance. It is their choice to accept or decline.

Touching

Do not pat or touch a person with a disability beyond either shaking hands in greeting or providing assistance to someone who has requested it. However, you may gently touch a deaf person to get his or her attention. Do not touch someones' cane, wheelchair or other device. It is a part of that persons' mobility aids.

Service Animals

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform for themselves. Here are some tips for assisting a voter who is using a service animal:

- Address the person, not the animal.
- Do not pet or distract the animal.
- Avoid questions about the individuals' disability or what the animal does for them.
- Do not automatically assume that a person with a service animal is blind.
- If there is a complaint about an animal being present, explain that federal and state laws protect the rights of individuals with disabilities to be accompanied by service animals.

People with Disabilities: Basic Etiquette

Communication

Speak directly to the person, not to an aide, friend or interpreter. Ask the person to repeat themself if you don't understand what they said. If the person uses a wheelchair, sit down and converse at the same level. If that is not possible, stand slightly back so they are not straining their neck to make eye contact. Offer Braille or large print materials to people who are visually impaired. Let the person know when you walk away. Speak slowly and clearly for someone who may be hearing impaired.

Speaking with Someone through an Interpreter

- When asking questions or giving information, talk to the voter, not the Interpreter.
- Speak clearly and slowly, not loudly.
- Watch to make sure that the Interpreter is keeping up with you.
- Try not to interrupt the Interpreter unless necessary.

Environments

A noisy or dark environment or many people talking at the same time might make it difficult for people with vision, speech, or hearing impairments to participate fully in a conversation. Be aware of clear paths of travel for people who use wheelchairs or are blind. Describe any renovations and surroundings (especially obstacles) to a blind person. A person with chemical sensitivity may have a reaction to smoke, perfume, or other toxins in the environment.

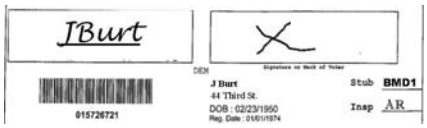
Hidden Disabilities

Not all disabilities are apparent. A person may have trouble following a conversation, may not respond when you call or wave, or may say or do something that seems inappropriate. The person may have a hidden disability, such as low vision, or mental illness. They may have difficulty standing in line. Inspectors should make available an extra chair, to be used by voters who have difficulty standing and who must wait their turn.

Guiding the Voter on the IC-2 (BMD & Scanner)

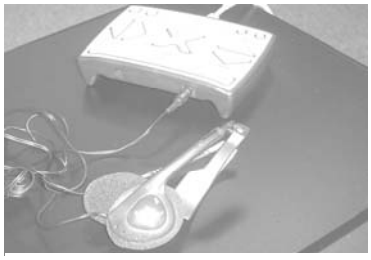
Purpose

To ensure the voter using the BMD understands the process of voting on the BMD. In designated Spanish Polling Sites, there will be a Spanish language option. A Spanish Interpreter will need to be utilized to escort the Spanish speaking Voter to the IC-2 (BMD) to translate any instructions from the Inspector.



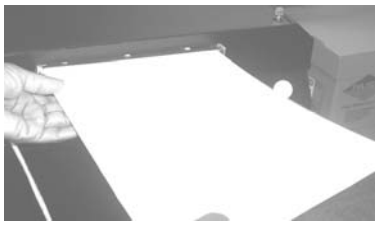
Procedure

1. In the Poll Book the Inspector must write the Inspectors initials on the appropriate line. On the stub line, the Inspector must note “BMD” and next to it, note the number of the tab from the blank ballot removed from the blank ballot pack.
2. Make sure the headphones are connected to the right port of the Audio Tactical Interface (ATI). Make sure the headphones are set to mid-range volume.
3. Offer to place the hand of any visually impaired voter on the back of the chair that is in front of the display screen.
4. When seated, hand the voter the ATI and headset.
5. Explain to the voter that instructions on how to use the ATI are presented before the voting session begins.
6. Make sure the voter knows that they may get assistance by raising their hand, asking for assistance, or pressing the HELP (green) button on the ATI .
7. Explain that when they are done making their selections and they select print ballot, that the ballot may take up to 2 minutes to print and that the printed ballot will come out of the printer in a privacy sleeve.



ATI and headphones

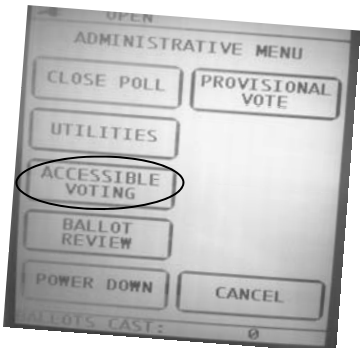
Voter using the ATI to create and mark their ballot



Blank ballot being inserted into printer

Starting an Accessible Voting Session

1. Insert a blank ballot into the slot of the BMD printer unit.
2. Affix the privacy sleeve to the printer units’ slot.
3. Touch the security key to the security key pad. The Administrative Menu is displayed.
4. Press Accessible Voting Session (third button down on the left on the keypad).



Inspector touching the “Accessible Voting Session” button on the Administrative Menu

Guiding the Voter on the IC-2 (BMD & Scanner) (continued)

Starting an Accessible Voting Session (continued)

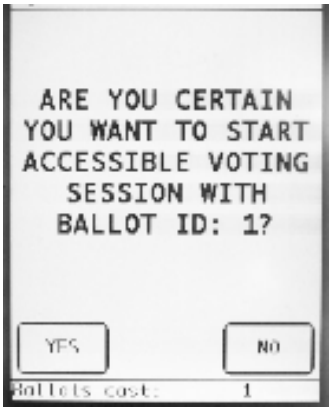
5. In multiple district polling sites a menu will appear: “Please Enter Ballot ID for Accessible Voting Session”.
   a. The Ballot ID is printed on the cover of the Poll Book located at the voters’ district table. (In designated Spanish districts there will be 2 Ballot ID’s. One for the English ballot and one for the Spanish ballot. Refer to the Poll Book cover.)
   b. Enter the Ballot ID by pressing the numbers on the numeric key pad corresponding to the Ballot ID number. Then confirm you wish to begin by pressing yes.
   c. If a wrong Ballot ID is entered the Operator Panel will show “Invalid Ballot ID Entered.” The Ballot ID Entry Menu will reappear. Re-enter the correct Ballot ID.
   d. Press “ENTER”

OR

5. In single district polling sites a menu will appear: “Are you certain you want to start accessible voting with Ballot ID: xxx?”
   a. Press “YES” if the Ballot ID displayed on the screen is the same as that on the Poll Book.
6. The accessible voting session begins, and the BMD instructs the voter on how to vote with an audio ballot.

A. The BMD is designed to create access for voters with disabilities to vote independently and without assistance.
B. During voting, if the voter is inactive for a period of 20 seconds, a message will be provided in both audio and visual format. If the voter is confused, please offer your assistance.
C. While the BMD is in use, the alternating amber and green status lights will be flashing.
D. Either the voter or the Inspectors may take the printed ballot, in the privacy sleeve, over to ANY scanner for the ballot to be cast.

Ballot ID Entry Screen - Multiple Districts



Ballot ID Entry Screen - Single District (confirmation screen for Multiple Districts)

Audio-Tactical Interface (ATI)

Status Indicator Lights Flashing red, amber and green

Guiding the Voter on the IC-2 (BMD & Scanner) (continued)

Depositing the Printed Ballot in Scanner

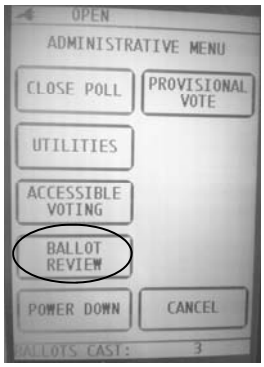
1. Insert the ballot, inside the privacy sleeve, into any scanner.
2. The scanner will draw the ballot from the sleeve.

Reviewing the Printed Ballot in the Scanner

1. Place the security key on the security key pad. The Administrative Menu appears.
2. Press the “Ballot Review” button. The Ballot Review Type Menu appears.
3. Press the “Accessible Voting” button. The operator panel is now in Review mode and displays “System Ready.”
4. Insert printed ballot, inside the privacy sleeve, into the scanner. The scanner will draw the ballot from the sleeve.
5. The operator panel displays “To Cancel the AVS Review, please press the Return Button.”
6. The voter may review their printed ballot both visually on the monitor and by audio through the headphones.
7. The voter may either decide to cast the printed ballot (by pressing the red “X” on the ATI) or returning the ballot (by pressing the blue down arrow on the ATI).
   a. The voter may choose to return the ballot.
      i. Confirm with the voter that they meant to return the ballot. If the voter did not intend to return the ballot, re-insert the ballot.
      ii. If they still wish to return the ballot, instruct the voter to spoil their ballot. *See spoiled ballot procedures* (page 57).
      iii. After spoiling the ballot, the voter may choose to use the BMD again (in which case the Inspectors must initiate a new Accessible Voting Session) or the voter may opt to complete a pre-printed ballot.
   b. If the voter accepts the ballot, a message will appear on the Operator Panel displaying “Casting Ballot” and then “Ballot Successfully Cast.” The ballot will then be cast into the ballot box.

Notes

The Inspector may assist the voter by inserting the voters’ marked, printed ballot into any scanner *see general voting assistance* (page 28).



Select “Ballot Review” on the Administrative Menu (step 2)

Select “Accessible Voting” (step 3)

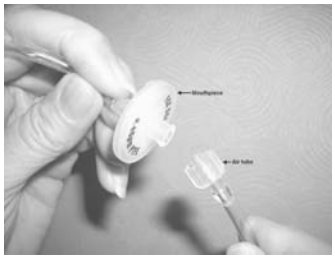
“Review” will appear in the upper right hand corner of the Operator Panel (step 6)

(step 7a)

Sip & Puff Voting – IC-2 (BMD & Scanner)

Sip and Puff Device

1. Ensure the ATI is set up and connected to the BMD.
2. Make sure the status light is flashing green, signaling the unit is ready for use by the voter.
3. Plug the Sip and Puff Unit into the left port (under the yellow arrows) of the ATI marked “Sip Puff.”
4. Make sure a blank sheet of paper is inserted into the slot of the BMD printer unit.
5. Open the package containing the sanitary mouthpiece and plastic gloves.
6. Slip on gloves.
7. Remove the sanitary mouthpiece from the bag. Plug the other end of the air tube into the sanitary mouthpiece. Slide the halves together and gently twist the lug nut. Connect the sanitary mouthpiece.



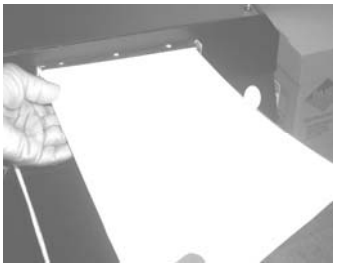
Sanitary Mouthpiece

8. Direct the voter to the front of the display screen.
9. Make sure the headphones are plugged into the right hand port on the ATI. Place the headphones on the voter.

Voter with Headphones on

10. Contact the security key to the security key pad on the BMD.
11. The Administrative Menu is displayed. Press “Accessible Voting Session”.
12. Explain to the voter that:
    a. The SIP action equals making a selection and the PUFF action equals moving to the next candidate or screen.
    b. The BMD gives audio and visual instructions on how to use the Sip and Puff Device.
    c. They are welcome to ask for assistance. If the voter needs assistance, the light indicators will alternate red, amber, and green. If they are idle for 20 seconds, a message will be provided in audio and visual format.
    d. The ballot may take up to 2 minutes to print.
    e. They may request that the contrast (green button) or zoom (yellow button) be adjusted to make their voting experience easier.
    f. Either the voter or the Inspectors may take the printed ballot, in the privacy sleeve, over to ANY scanner for the ballot to be cast.

Buttons: green button is contrast; yellow button is Zoom



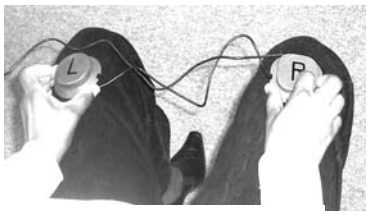
Insert blank sheet of paper

Paddle Button Voting – IC-2 (BMD & Scanner)

1. Ensure the ATI is set up and connected to the BMD.
2. Make sure the status light is flashing green, signaling the unit is ready for use by the voter.
3. Make sure the headphones are plugged into the right hand port on the ATI.
4. Plug the paddles into the left port (under the yellow arrows) of the ATI marked "Sip Puff."
5. Make sure a blank sheet of paper is inserted into the slot of the BMD printer unit.
6. Direct the voter to the front of the display screen.
7. Position the paddles for the voter. The paddles are operated by simply pressing them. They have been designated as LEFT and RIGHT for ease of positioning them for the voter. Depending on the voters' range of motion and how they choose to operate the buttons, place on the left and right respectively within the voters' reach.
8. Make sure the headphones are plugged into the right hand port on the ATI. Offer the headphones to the voter.
9. Contact the security key to the security key pad on the BMD.
10. The Administrative Menu is displayed. Press "Accessible Voting Session".
11. Explain to the voter that:
    a. The BMD gives audio and visual instructions on how to use the paddle devices.
    b. They are welcome to ask for assistance. If the voter needs assistance, press the green help bar on the ATI. The light indicators will alternate red, amber, and green. If they are idle for 20 seconds, a message will be provided in audio and visual format.
    c. The ballot may take up to 2 minutes to print.
    d. They may request that the contrast (green button) or zoom (yellow button) be adjusted to make their voting experience easier.
    e. The paddle buttons are operated by pressing them. They have been designated as LEFT and RIGHT for ease of positioning them for the voter. Depending on the voters' range of motion and how they choose to operate the buttons, place on the left and right respectively within the voters' reach.
12. Either the voter or the Inspectors may take the printed ballot, in the privacy sleeve, over to ANY scanner for the ballot to be cast.

Paddles: left red, right blue

Connecting Paddles into the ATI


Voter with paddles

Contrast and Zoom Buttons

Status Light Conditions (IC-2 BMD)

IC-1 (Scanner Only) does not have light indicators

Solid Red	Unit is starting up or is not operational.
Flashing Green	Unit is ready for use by the next voter.
Alternating Green and Amber	Voter is navigating/marking their ballot.
Flashing Amber	Voters' ballot is being printed.
Solid Amber	Voter has inserted their ballot and is reviewing it.
Alternating Amber and Red	Unit has an error and is not functioning.
Alternating Red, Amber and Green	Voter has pressed the Help button and is receiving Help instructions on the unit. *Note:* The Inspectors will have to monitor this during an Accessible Voting Session.

BMD Issues

ISSUE	Explanation/Solution
Security Key error	Contact the security key to the key pad again. You may need to reposition the key and contact the key pad again.
BMD produces a beeping sound	1. Make sure the BMD power cord is plugged into an electrical outlet. 2. The electricity is out to the power outlet. 3. The voting machine is running on battery power. The beeping will stop intermittently and resume again until the unit is running on AC power.
Red light remains illuminated on the BMD	Call the Board of Elections immediately.
Monitor is not positioned correctly for voter	On the back of the computer monitor, firmly hold the long repositioning arm and move backward, forward, higher or lower to adjust monitor for the voter.
Voting machine is rolling or needs to be repositioned for voter	1. Roll the voting machine into the position of use and lock the wheels using the foot locks. 2. Press down firmly to lock each of the four wheels.

Returning a Blank Ballot

The blank ballot will be returned if the Inspectors press the red button located to the middle on the underside of the printer unit.

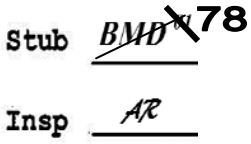
The red return button is located underneath the printer.

Cancelling the Accessible Voting Session

If you need to cancel an accessible voting session, do the following:

1. Use the Security Key to display the Administrative Menu.
2. Press **Accessible Voting Session**.
3. Press **Cancel Accessible Voting Session**.
4. Accessible voting session is canceled.
5. If a voter returns from the IC-2 and has not used the BMD (i.e. not printed a ballot), follow spoiled ballot procedures on page 57.

Operator touching the Security Key to the security key pad



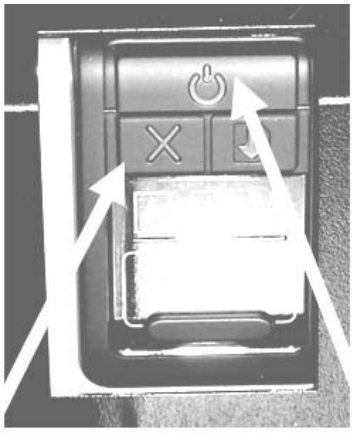
BMD: How to fill in the Inspector Initial line and Stub number line in the Poll Book if the voter returns from the BMD

Cancelling an accessible voting session from the administrative menu

Printer is not working

If a message appears on the operator panel indicating a printer error and/or any display of red lights appears on the printer unit:

1. Press the top button on the printer unit (circle symbol) until the printer unit powers down.
2. Wait 3 seconds
3. Press the top button again on the printer unit (circle unit). Print will go through start-up process.
4. Wait until end of start-up process.
5. The solid green circle (top button of printer unit) should be displayed.
6. If the top circle is not displayed, call the Board of Elections.



Printer unit buttons
Top green button
Red indicators.

Thermal Tape Error

If you encounter a thermal tape error on any voting machine, call the Board of Elections immediately at 753-1590.

Notes

Monroe County Board of Elections

Training Manual

for Election Inspectors

Closing the Polls, Reconciling Ballots and Repacking

Closing the Image Cast Voting Machines

Notes

<u>Polls close at 9:00 P.M. or as soon as the last voter in line has voted.</u>

Objective

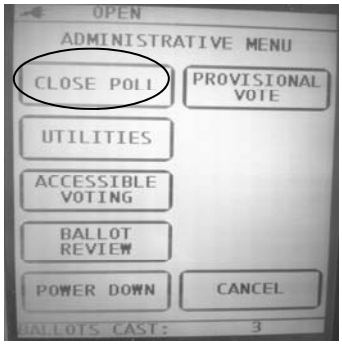
To close the IC-1 and IC-2 voting machines; to record and transport the results to the Town Hall or Board of Elections; to repack in a timely manner; to return the Blue Ballot Security Bag(s) to the designated locations.

Closing Procedure

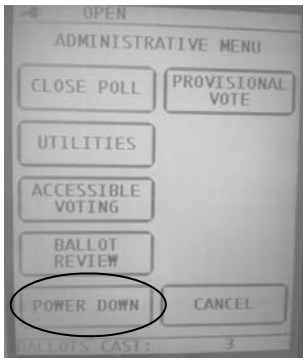
1. Touch the security key to the security key pad to bring-up the Administrative Menu on the operator panel.
2. Press the *Close Poll* option. The message "*Are you certain you wish to close polls*" is displayed. **Press "Yes".**
3. The message "*Poll is being closed please wait*" is displayed.
4. **The closing results tape is printed.**

Print Closing Tape

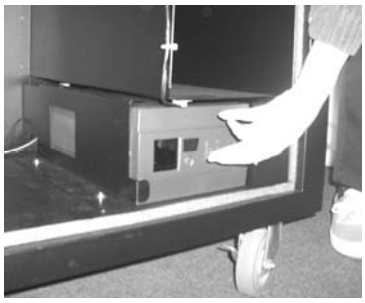
5. The message "*Would you like to print more copies of this report*" is displayed. **Press "No."**
6. Carefully tear off the Closing Tape.
7. Divide the Closing Tape into **two** copies. Two Inspectors, one from each party must sign the bottom of both copies.
8. Place one signed copy of each voting machines' Closing Tape in the **Red Security Bag.**
9. Post the second signed copy of each voting machines' Closing Tape on the wall for public viewing, (this copy will be placed in each voting machines' **Blue Ballot Security Bag** at repacking).
10. Press the "**Power Down**" button on the Administrative Menu. The message "*Are you certain you wish to shut down tabulator?*" is displayed. **Press "Yes".**
11. Unlock the **ballot box door**.
12. **On the IC-2 only**, turn off the power supply by pressing the round red power button located in the lower right corner inside the ballot box. The green status light turns off.
13. Unplug the voting machine and secure the power cord.
14. Place the extension cord in the voting machine.
15. Ensure the operator panel is dark and all power is off, then cut the yellow plastic seal on the memory card compartment on the scanner side of the Image Cast voting machine. Place the cut yellow plastic seal in the **Blue Ballot Bag**.
16. Open BOTH memory card compartments.



Pressing "Close Poll" on Administrative Menu (step 2)



Pressing "Power Down" on Administrative Menu (step 10)



Turn Power Supply Off on IC-2 (step 12)

Cut Plastic Seal at closing and remove memory cards (step 15)

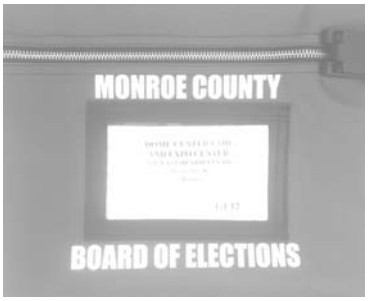
Closing the Image Cast Voting Machines

Remove Red Memory Card

17. Remove the red memory card from the memory card compartment.

Pack Red Security Bag

18. Place the red memory card in the **Red Security Bag.**
19. Snap shut and seal the **Red Security Bag**; record the seal on the "After the Polls Closed" sheet (seal found in IC-2 Machine Specific bag).
    NOTE: Confirm that the red memory cards from all voting machines are in the Red Security Bag before sealing it.
20. A Site Chair must leave the polling site to transport the **Red Security Bag** to the designated drop off location.



Site Chair Transports Red Security Bag (step 20)

Remove Blue Memory Card

21. Remove the **Blue Ballot Security Bag** (it will contain voted paper ballots).
22. Remove the blue memory card.
23. Place the blue memory card in the zipper pouch inside the **Blue Ballot Security Bag**.

Blue Ballot Bag (step 21)

Place Ballots with Write-in Votes in Write-in Return Envelope

24. Remove any ballots from the diverter compartment on the right side of the **Blue Ballot Security Bag** area. Count the number of ballots.
25. Place counted ballots from diverter area in the Write-In Return Envelope; enter number of ballots on front of envelope. Sign and seal the envelope. Place the Write-In Return Envelope in the **Blue Ballot Security Bag**.

Marked ballot with a write-in in the write-in diverter compartment (step 24)

26. **For the IC-2 only**, carefully unplug the headphones from the ATI. Place them, with all hardware, into the plastic "BMD Equipment Bag." Carefully unplug the ATI from the voting machine. Place it, with all hardware, into the plastic "BMD Equipment Bag."
27. **For the IC-2 only**, pack and place the BMD Equipment Bag into the IC-2 voting machine.

Closing Seal #4

28. **For the IC-2 only**, place a new sticker seal #4 over the ATI connection.

Pack Plastic Closing Bag

29. Record the closing seals and complete the "After the Polls Closed" Sheet for each voting machine.
30. **For the IC-2 only,** remove all privacy devices and place them in the IC-2.
31. Place each districts' Affidavit Ballot Return Envelope, Abandoned Ballot Return Envelope, Spoiled Ballot Return Envelope and Unscanable Emergency Ballot Return Envelope with each districts' **Green Ballot Bag.**
32. Place each districts' Court Order Return Envelope in any **Blue Ballot Security Bag**.

Replace Seal #4 on the IC-2 (step 28)

Closing the Image Cast Voting Machines

Ballot Reconciliation

33. Take the Closing Tapes down from the wall and place them on a table. Two Inspectors should be assigned to do Ballot Reconciliation.
34. Complete the Ballot Reconciliation Form for each **Green Ballot Bag**.
35. Refer to the Supply Repacking List on page 43 to assist in re-packing. Ensure all bags are packed properly.

Pack Green Ballot Bag

36. Pack and place the **Green Ballot Bag(s)** into any voting machine.
37. Pack and place the Plastic Closing Bags in any of the voting machines.
38. Pack each voting machines' **Blue Ballot Security Bag.**

Pack Blue Ballot Bag

39. Place Affidavit Ballot Return Envelope(s), Court Order Return Envelope and Unscanable Emergency Ballot Return Envelope(s) in a **Blue Ballot Security Bag** (remember, there is one of these envelopes for each district in the polling site).
40. Place each voting machines' closing tape inside that voting machines' **Blue Ballot Security Bag** in the zipper pouch (match machine numbers).

Close, Lock and Seal Ballot Box Door

41. Close the ballot box door. Rotate the handle and push the handle down. Lock the ballot box door. Place the closing blue Sticker Seal #1 across the ballot box door.
42. **For the IC-1 only**, close the scanner hood and seal it with a white plastic seal.
43. **For the IC-2 only**, seal the memory card compartment with a white plastic seal.
44. **For the IC-2 only**, replace the protective styrofoam covers over the printer unit and the scanner unit.
45. **For the IC-2 only**, lower the monitor into the styrofoam over the scanner. Replace the nylon cover.
46. **THE VOTING MACHINES SHOULD NOW BE PACKED, SEALED AND LOCKED.**
47. Place the voting machine keys for each voting machine in that voting machines' **Blue Ballot Security Bag** in the zipper pouch (match machine numbers).

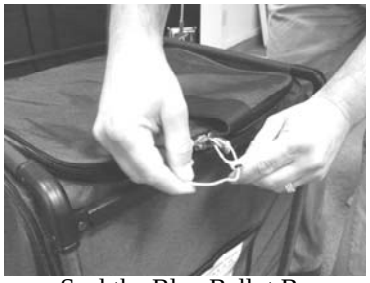
Seal Blue Ballot Bag

48. Bring together the zipper pulls and use a white plastic seal to secure the **Blue Ballot Security Bag** for each voting machine.
49. A Site Chair must transport the **Blue Ballot Security Bag(s)** to the designated location.

Pack the Green Ballot Bag (step 36)

Seal the hood on the IC-1 (step 42)

Seal the memory card compartment on the IC-2 (step 43)



Seal the Blue Ballot Bag (step 48)

Repacking Supplies at the Close of the Polls

How to use this list: This list divides all supplies by bag for re-packing. Also included are notes on where the supplies should end up. For instance, each machine has a **Blue Ballot Bag**; that **Blue Ballot Bag** receives supplies related to that machine and the bag is returned to the Town Hall or Board of Elections. The Closing Bag, once packed, can be placed in any machine.

Red Security Bag (Town Hall/BOE)

____ **Certificate of Service**
____ **Closing Tape - 1**
____ **Memory Card, Red**
____ **Opening Tape**
____ **Pay Vouchers and W-9s (if applicable)**
____ **Voter Registration Forms, Completed**

Blue Ballot Security Bag (Town Hall/BOE)

____ **Affidavit Ballot Return Envelope**
(completed Affidavit Ballots in Affidavit Ballot Envelopes)
____ **Ballots, Voted**
____ **Challenge Report**
____ **Closing Tape - 2**
____ **Court Order Return Envelope**
____ **Facility Keys** (if provided: Place in side pocket)
____ **Machine Key Envelope**
____ **Machine Keys**
____ **Memory Card, Blue**
____ **Plastic Seal, Cut**
____ **Poll Book**
____ **Write-In Return Ballot Envelope**
____ **Unscanable Emergency Ballot Return Envelopes**

Green Ballot Storage Bag (any machine)

____ Abandoned Ballot Return Envelope
____ Affidavit Ballots, Unused
____ Affidavit Ballot Envelopes, Unused
____ Ballot Packs, Unused
____ Ballot Reconciliation Sheet
____ Blank Ballot Packs
____ Ballot Tabs
____ After the Polls Closed Sheet (Certificate #2)
____ Before the Polls Open Sheet (Certificate #1)
____ Notes to Commissioners
____ Spoiled Ballot Envelopes, Unused
____ Spoiled Ballot Return Envelope

BMD Equipment Bag (in BMD)

____ ATI with Cord
____ Headphone Covers
____ Headphones
____ Paddles (Left and Right)
____ Rubber Gloves
____ Sip and Puff Device
____ Straws

Closing Bag (Plastic) (any machine)

____ Arrow Signs
____ Badges and Book Seals Envelope
____ Ballot Markers
____ Braille Bill of Rights
____ Braille Bill of Rights, Spanish
____ Call-In District Sheet
____ Distance Marker
____ District Map
____ Election Inspectors Needed sheet
____ Election Supplies district label sheet
____ I Voted Today Stickers
____ Inspector Manual
____ Magnifier
____ Notice to Voters (English and Spanish)
____ Oath for Person(s) Assisting Voter (English and Spanish)
____ Paper Clips
____ Pencils
____ Pens
____ Polling Site Diagram
____ Polling Site Survey
____ Privacy Folder
____ Proposition Booklet
____ Repacking Sheet Instructions
____ Sample Ballot
____ Scissors
____ Seal Envelope
____ Signature Cover
____ Site Street Directory
____ Small Bag 1
____ Small Bag 2
____ Spanish Interpreter Envelope, Unused
____ Street Guide
____ Suggested Valid ID sheet
____ Tape
____ Vote Here Sign
____ Vote Here Sign – Voters with Disabilities
____ Voter Registration Forms, blank
____ Voters Bill of Rights
____ Voters Bill of Rights in Spanish
____ Voting Instructions
____ Welcome to District Sign

h:\general\election supplies and packing\docs by opening bag\district specific bag\2 inspector supply sheet (brown) master.doc

Federal Primary Election 6/26/12

AFTER POLLS CLOSE (CERTIFICATE #2)

To be completed and signed by the Board of Inspectors at the closing of the Polls.
WE DO HEREBY CERTIFY; that on this day, after the Polls were closed to the public for voting:

1. **VOTING MACHINE NUMBER** is: 125 (located on the top of the machines scanner unit)
2. **PROTECTIVE COUNTER NUMBER** is: 404 (located towards the bottom of the closing tape)
3. **TOTAL BALLOTS SCANNED** is: 105 (located towards the top of the closing tape)
4. The CLOSING TAPE produced by this voting machine is signed by one Democratic and one Republican Inspector. ✓ YES ___NO
5. We have placed one copy of the CLOSING TAPE in the Red Security Bag, and made the second copy temporarily available for public viewing. ✓ YES ___NO
6. Removed the **RED** memory card from the voting machines memory card compartment, placed it in the Red Security Bag, and sealed the Red Security Bag. ✓ YES ___NO
   Red Security Bag **WHITE plastic seal #** is: 40768592 (located in the IC-2 closing seal bag)
7. Ensured that the Red Security Bag was sealed, that the Site Chair responsible for its return has made the appropriate arrangements for its transportation, and that the Red Security Bag has left the polling site promptly to be delivered to the Board of Election in the City, or to the Town Clerk in the Towns. ✓ YES ___NO
8. Re-packed election supplies according to the repacking instructions provided by the Board of Elections. ✓ YES ___NO
9. The **YELLOW plastic seal** number that was removed from the memory card compartment is: 5090983
10. The **RED sticker seal #2** on the electrical cover is: _____ (**NEVER** to be removed)
11. The **RED sticker seal #3** on the BMD printer cover is: _____ (**NEVER** to be removed)
12. The **BLUE sticker seal #4** on the ATI connection is: _____ (**replaced at closing**)
13. The **WHITE plastic seal** number is: _____ (**replaced on the memory card compartment at closing**)

IC-2 BMD ONLY

14. **IC-1 ONLY**: The **WHITE plastic hood seal** number is: 12378945 (**replaced on the hood at closing**)
15. Secured the voting machines against further voting ✓ YES ___NO
    (IC-1 *AND* IC-2): Lock the ballot box door and affix the **BLUE sticker seal #1** across the ballot box door.
    The seal number is: _____
16. Returned the voting machine keys in the return key envelope, and placed them in the zipper pouch inside of the voting machines Blue Ballot Security Bag. ✓ YES ___NO
17. Take the second copy of the closing tape which was used for public viewing (see #5 above), and place it in the zipper pouch inside of the voting machines Blue Ballot Security Bag. ✓ YES ___NO
18. Removed the **BLUE** memory card from the voting machines memory card compartment , and seal it in the zipper pouch inside of the voting machines Blue Ballot Security Bag. ✓ YES ___NO
19. Secured the Blue Ballot Security Bag with a **WHITE plastic** seal . The seal number is: 12378946

We have conducted this election in accordance with the instructions provide to us by the Monroe County Board of Elections, and have completed all the required certificates, forms and envelopes.

Signature of Inspectors: (DEM) Sue Smith (REP) Joe Johnson

Notes

(see machine diagrams)

The voting machine number is located on the top of the voting machines' scanner unit

The Protective Counter Number is located toward the bottom of the closing tape

The Total Ballots Scanned is shown on the top of the closing tape for this voting machine

Record the seal number from the white seal that secures the Red Security Bag

Note the seal number from the yellow plastic seal that is CUT. Store cut seal in the Blue Ballot Security Bag

See the IC-2 (BMD) Diagram provided in this manual

Record the number from the plastic seal that secures the hood on the IC-1

Record the number from the blue sticker seal that secures the ballot box door

Record the number of the white seal that secures the Blue Ballot Security Bag

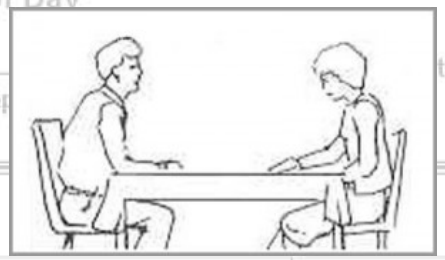
Two Inspectors, one from each party, must sign

Ballot Reconciliation Form – After the Polls Close

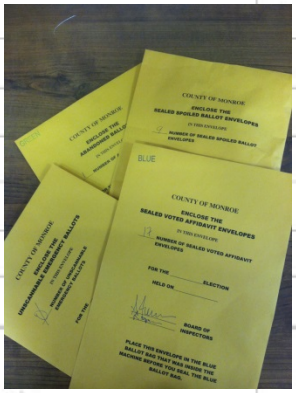
Please refer to your

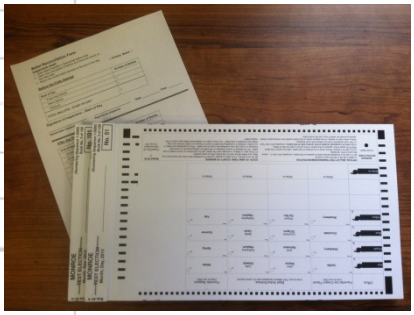
Supplemental Ballot Reconciliation Pamphlet

Reconciling the ballots on Election Day is a NY State requirement, and a vital step to assuring the voter that all ballots are counted.



At the Close of Polls Ballot reconciliation MUST be completed for EACH Election District. 2 Inspectors, one from each party, should be assigned to do Ballot Reconciliation for the entire Polling Site. Make sure you have ALL of the green ballot bags and the contents of each green ballot bag (closing tapes from each voting machine, unused ballots and return envelopes) together at a table.





Notes

Monroe County Board of Elections

Training Manual

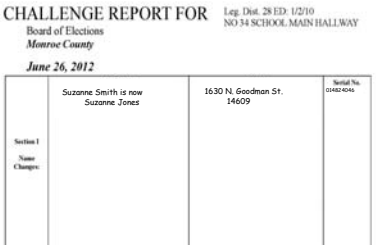
for Election Inspectors

Special Procedures

Name Change in the Poll Book

Purpose — To facilitate voters whose name has changed without requiring the voter to re-register to vote.

Procedure
1. Make sure the voter has not moved.
2. The voter must sign his or her name as it appears in the Poll Book in the signature box above their printed name.
3. The voter must then sign his or her new name just above their old signature.
4. Inspectors must record the information in Section I of the **Challenge Report.** The Inspectors must print the voters' old name and new name and enter the voters' serial number.

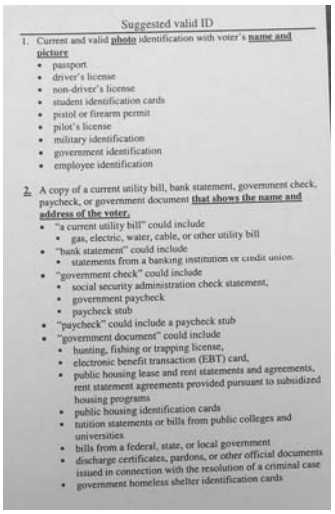

CHALLENGE REPORT FOR Leg. Dist. 28 ED: 1/2/10 NO 34 SCHOOL MAIN HALLWAY
Board of Elections
Monroe County
June 26, 2012

Section I Name Changes.	Suzanne Smith is now Suzanne Jones	1630 N. Goodman St. 14609	Serial No. 014824046

ID Required

NYS law — Only if the Poll Book states "ID REQUIRED" can you legally ask a voter to provide ID.

Procedure
1. If identification is required, ask the voter for a current, official document that shows their name and photo **OR** an official document that shows their name and address. (See Acceptable Forms of ID located in the district specific bag.)
2. If they show the identification, allow the voter to vote on the voting machine. Put a line through "ID REQUIRED."
3. If they are unable to show identification, the voter must vote by affidavit ballot, see affidavit section (starting on page 53).


Suggested valid ID

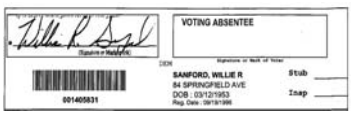
1. Current and valid **photo** identification with voter's **name and picture**
   - passport
   - driver's license
   - non-driver's license
   - student identification cards
   - pistol or firearm permit
   - pilot's license
   - military identification
   - government identification
   - employee identification
2. A copy of a current utility bill, bank statement, government check, paycheck, or government document **that shows the name and address of the voter.**
   - "a current utility bill" could include
     - gas, electric, water, cable, or other utility bill
   - "bank statement" could include
     - statements from a banking institution or credit union.
   - "government check" could include
     - social security administration check statement,
     - government paycheck
     - paycheck stub
   - "paycheck" could include a paycheck stub
   - "government document" could include
     - hunting, fishing or trapping license,
     - electronic benefit transaction (EBT) card,
     - public housing lease and rent statements and agreements, rent statement agreements provided pursuant to subsidized housing programs
     - public housing identification cards
     - tuition statements or bills from public colleges and universities
     - bills from a federal, state, or local government
     - discharge certificates, pardons, or other official documents issued in connection with the resolution of a criminal case
     - government homeless shelter identification cards

Examples — Valid New York State Drivers License, Passport, Utility Bill, Board of Elections verification letter. (*The complete list of ID Examples is in your district specific supplies on a yellow card.*)

Notes — **ONLY** ask for ID if "ID Required" appears near the voters' signature box.

Absentee Ballot Voter

Purpose — Sometimes a voter who has requested an Absentee Ballot prior to Election Day will arrive at their polling site on Election Day to vote in person. They must be allowed to vote on the ICVM (Image Cast Voting Machine).



Procedure — If the Poll Book shows "Absentee Ballot" in the voters' signature box:

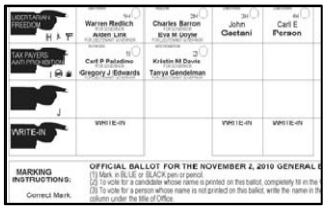
Absentee Ballot Voter Procedure (Continued)

1. Have the voter sign his or her name in the Poll Book following the regular procedure.
2. Allow the voter to vote on the voting machine.
3. Inspectors must call the Board of Elections with the name(s) of these voter(s) at 753-1535. The Board of Elections will check to see if ballot(s) have been submitted, so they are not opened and counted.

Notes **DO NOT ACCEPT** voted absentee ballots; they will not be counted. Voted absentee ballots must be mailed and postmarked the day before an Election Day or delivered in person, on Election Day, to the Board of Elections.

Write-In Votes

Purpose Voters may write-in a candidate if they do not wish to indicate a choice for a candidate printed on the ballot.



Procedure The voter may write-in the name of a candidate at the bottom of any column (race).

Notes
1. Ballots containing write-in votes will be diverted in the voting machine to the write-in compartment to the right of the main ballot box.
2. When closing, ballots with write-in votes must be placed in the write-in envelope, and then placed in that voting machines' Blue Ballot Security Bag.

Voter Challenges

Purpose A Voters' qualifications can be challenged at the polling site by an Inspector, a Poll Watcher or any registered voter who is properly voting at the site. Challenges can be made for the following reasons:

1. The voters' identity is in question.
2. The voters' residency is in question.

Procedure As an Inspector the following oaths must be administered to the voter, when a voter is challenged, and follow the procedures as written.

Notes Record voter challenges on **Section II** of the **Challenge Report**.

When a Voter is challenged, an Election Inspector shall administer to him the following oath:

Preliminary Oath

"Do you solemnly swear that you will make true answers to such questions as may be put to you concerning your qualifications as a voter?"

If the applicant refuses to take the oath, he is not permitted to vote.

If the applicant does take the Preliminary Oath, the Election Inspector should ask questions pertaining to the reasons for the challenge. (Example: Are you 18 years of age? Do you reside at Oak Lane?)

If after receiving the answers the Election Inspectors believe the person qualified to vote, they may allow the person to vote on the voting machine.

If the Election Inspectors are not convinced the person is qualified to vote and the person persists in his right to vote, the Election Inspectors must administer the following oath:

The Qualification Oath

"Do you swear that you are eighteen years of age, that you are a citizen of the United States and that you have been a resident of this state and of this county for the thirty days preceding this election, that you still reside at the same address from which you have been duly registered in this election district, that you have not voted at this election, and that you do not know of any reason why you are not qualified to vote at this election?

Do you further declare that you are aware that it is a crime to make any false statements, that all the statements you have made to the Board of Elections have been true and that you understand that a false statement is perjury and you will be guilty of a misdemeanor?"

If any person refuses to take this oath he shall not be permitted to vote on voting machine. *If the person takes the oaths, he shall be permitted to vote on the voting machine.*

1st Page

Monroe County Board of Elections

Call BOE with voters' name and serial number.

Colleen Anderson

VOTING ABSENTEE

Colleen Anderson

Signature or Mark of Voter

DEM

015245129

Colleen Anderson
88 Finch Rd.
DOB : 07/17/1929
Reg. Date : 01/01/1976

Stub **321**

Insp AR

JBurt

X

Signature or Mark of Voter

DEM

015726721

J Burt
44 Third St.
DOB : 02/23/1950
Reg. Date : 01/01/1974

Stub **BMD1**

Insp AR

NOTE: Signatures change over time. Inspectors may ask the voter about changes in signatures.

Spelling Correction: Note correction of voters' record

LCumming

L Cumming

Signature or Mark of Voter

correct last name spelling Cumming

DEM

002066115

L Cummings
23 Main St.
DOB : 06/02/1936
Reg. Date : 01/01/1975

Stub 34

Insp JC

JohnFernandes

Signature or Mark of Voter

Moved to Boston per sister

DEM

015665636

John Fernandes
34 Center Rd.
DOB : 07/03/1922
Reg. Date : 01/01/1970

Stub

Insp

Once ID is shown, strike a line through "ID REQUIRED" TO TELL BOE it was shown. If not shown voter votes by affidavit.

Thomas F Ferrarese

~~ID REQUIRED~~

Thomas F Ferrarese

Signature or Mark of Voter

DEM

000157362

Thomas F. Ferrarese
99 Oak Pl
DOB : 08/12/1977
Reg. Date : 08/05/2005

Stub **112**

Insp arb

DEM IRONDEQUOIT EDS 14,28 Date: 09/13/2011 Page 70 ANDE - FERR

No Signature on File

Signature or Mark of Voter

DEM

002290422

Douglas French
77 Blue Jay Dr.
DOB : 04/03/1977
Reg. Date : 01/16/1996

Stub _____

Insp _____

Voter must vote by affidavit.

The above information is true. I understand that if it is not true fined up to $5,000 and/or jailed for up to four years.

Daniel Minarik

Signature or Mark of Voter

DEM

000225324

Daniel Minarik
55 City Way
DOB : 06/11/1969
Reg. Date : 09/26/2008

Stub _____

Insp _____

Deceased per father

PeterMQuinn

PeterMQuinn

Signature or Mark of Voter

DEM

014747033

Peter M. Quinn
123 Second St.
DOB : 1/1/1850
Reg. Date : 10/15/1983

Stub 205

Insp DF

Correct Birth Date: 8/11/1986

A L Roose

Signature or Mark of Voter

DEM

014747032

AL Roose
123 Park Ave.
DOB : 07/21/1944
Reg. Date : 10/15/1983

Stub _____

Insp _____

Moved to 1466 N Goodman St per brother

AbigailRowe

AbigailRFreeman
AbigailRowe

Signature or Mark of Voter

DEM

013654510

A Rowe
12 Elm St.
DOB : 06/04/1929
Reg. Date : 10/10/1980

Stub 162

Insp LDC

Name Change

Enter name change in challenge report.

Voter Does Not Live In the District

Objective To direct the voter to the correct polling site and Election District.

Important Voter Information

Peter M. Quinn, Commissioner of Elections
Thomas F. Ferrarese, Commissioner of Elections

Monroe County Board of Elections
39 W. Main St.
Rochester NY 14614-0550

519398-7
JANICE PRIESTER
55 FIRESTONE DR
ROCHESTER, NY 14624

This letter contains information on your registration from the address printed above. If you have moved you need to re-register with your new address.

If you move within Monroe County you may:

- Register by mail by October 10th (forms postmarked by midnight and received by Oct 15th). Call our office at 753-1550 for a mail registration form or pick up a form in post offices, libraries, town halls, many banks and credit unions, or on the web at www.monroecounty.gov/elections
- Register personally at any City Library, Town Hall, or the County Office Building on: Tuesday, October 7, 3 P.M. to 7 P.M. or Saturday, October 11, Noon to 9 P.M.
- If you receive your mail at a Post Office Box, and have changed your residence, you must re-register from that address of residence.
- If you do not notify us of your change of address, you may vote on a paper ballot at your NEW polling location on Election Day on an affidavit ballot.

If you move out of Monroe County, you must register in your new county.
FOR INFORMATION ON ABSENTEE BALLOTS, CALL 753-1 NOW

OFFICES TO BE ELECTED IN 2008

- United States President & Vice President
- State Supreme Court, 7th Judicial District (2)
- Representative in Congress, Districts 25,26,28,29
- State Senator, Districts 54, 55, 56, 62
- Member of Assembly, Districts 130,131,132,133, 134,135,139
- County Court Judge
- Family Court Judge (2)
- County Clerk
- County Legislator - District 28, 1yr term
- Various Town & Village Offices

PRIMARY ELECTION: Tuesday, September 9, 2008 Polls open noon to 9:00 P.M.
(only those enrolled in a party have a primary election may vote)
GENERAL ELECTION: Tuesday, November 4, 2008. Polls open 6:00 A.M. to 9:00 P.M.

If you are a person with a disability and vote at a site which is NOT accessible, you may request another site by October 21, 2008.

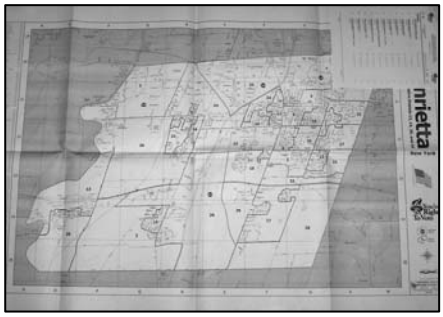
PLEASE NOTE! YOUR POLLING PLACE OR ELECTION DISTRICT MAY HAVE CHANGED

Election District 08 Party DEMOCRATIC

Leg Dist	Assembly District	Senatorial District	Congressional District	Council District
164	133	62	26	

Your Polling Place Is:
LUTHERAN CHURCH OF OUR SAVIOUR
2417 CHILI AVE
ACCESSIBLE UNLIMITED PLEASE

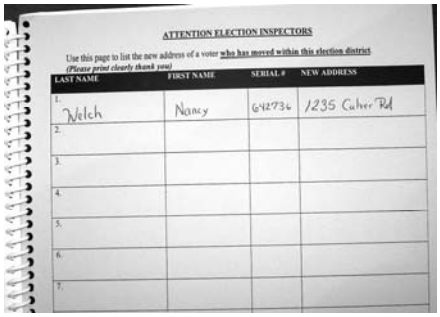
Telephone: 753-1550 E-Mail: mcboe@monroecounty.gov TTY for hearing impaired: 753-1544
If addresses is deceased or moved, kindly indicate and return form so that we may correct our records to avoid any inconvenience for you.



1. Check the Street Guide.
2. If the voter does not live in the district:
   a. Ask the voter if they have their Board of Elections “verification” letter (they should have received the letter in July) with their current address. The letter will show what district the voter should report to; or
   b. Check to see if the voter is in another district at your polling site. Some polling sites have more than one district report to them; or
   c. Check the district map from the site specific bag, that should be hanging for public viewing. Find the street the voter lives on, identify the Election District, and match the Election District to the polling site in the printed listing stapled to the district map. If you are still unsure, don’t guess; or
   d. Call the Board of Elections: 753-1550.

Voter Moves Within the Same Election District

Objective To ensure that the voter that moves within the same Election District is able to vote on the voting machine and that the voter’s new address is recorded.



ATTENTION ELECTION INSPECTORS

Use this page to list the new address of a voter who has moved within this election district
(Please print clearly thank you)

LAST NAME	FIRST NAME	SERIAL #	NEW ADDRESS
1. Welch	Nancy	642736	1235 Culver Rd
2.			
3.			
4.			
5.			
6.			
7.			

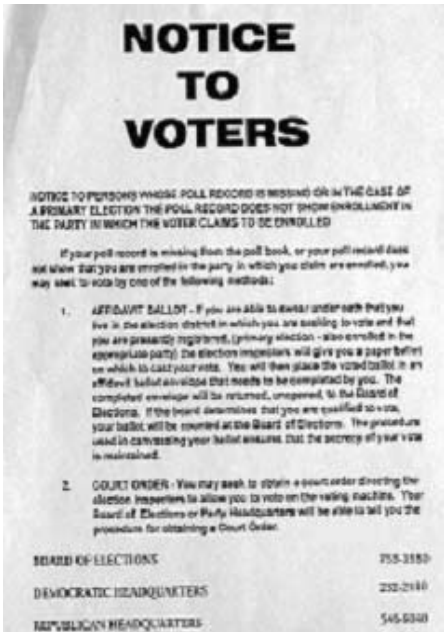
Procedure

1. Check the street guide to verify the address is within the district.
2. Have the voter sign the poll book at the old address and vote on the voting machine.
3. Add the voters’ name and new address to the last (orange) page of your poll book.

NOTICE TO VOTERS

Procedure When a voters' name does not appear in the Poll Book, present the voter with this notice.

1. Present the **NOTICE TO VOTERS**.
2. The voter has the options as stated in the **NOTICE TO VOTERS**.
3. The voter determines their choice of
   A. Affidavit Ballot
   B. Court Order


NOTICE TO VOTERS

NOTICE TO PERSONS WHOSE POLL RECORD IS MISSING OR IN THE CASE OF A PRIMARY ELECTION THE POLL RECORD DOES NOT SHOW ENROLLMENT IN THE PARTY IN WHICH THE VOTER CLAIMS TO BE ENROLLED

If your poll record is missing from the poll book, or your poll record does not show that you are enrolled in the party in which you claim are enrolled, you may seek to vote by one of the following methods:

1. AFFIDAVIT BALLOT - If you are able to swear under oath that you live in the election district in which you are seeking to vote and that you are presently registered, (primary election - also enrolled in the appropriate party). The election inspectors will give you a paper ballot on which to cast your vote. You will then place the voted ballot in an affidavit ballot envelope that needs to be completed by you. The completed envelope will be returned, unopened, to the Board of Elections. If the board determines that you are qualified to vote, your ballot will be counted at the Board of Elections. The procedure used in canvassing your ballot ensures that the secrecy of your vote is maintained.

2. COURT ORDER - You may seek to obtain a court order directing the election inspectors to allow you to vote on the voting machine. Your Board of Elections or Party Headquarters will be able to tell you the procedure for obtaining a Court Order.

BOARD OF ELECTIONS 753-3150
DEMOCRATIC HEADQUARTERS 232-2140
REPUBLICAN HEADQUARTERS 546-6340

one side in English, other side in Spanish

Affidavit Ballots

Purpose ***Affidavit Ballots should be used when:***

1. A voters' name is not in the Poll Book and the voter claims to be a registered voter in the Election District.
2. A person is already registered in Monroe County in another district but has recently moved to a different district.
3. A voter claims to be enrolled in a political party other than the party indicated on the poll record (only applies in a Primary Election).
4. A voter is unable to provide identification when such identification is required (ID REQUIRED in the Poll Book).
5. The voters' signature is not on file.

Notes

- Make sure the voter has seen the **NOTICE TO VOTERS** and has made the choice to use an Affidavit Ballot.
- If the voter requires assistance, determine what type of assistance the voter wishes to receive. If the voter will use the IC-2 (BMD), follow the *Affidavit Ballot Procedure for the IC-2 (BMD).*

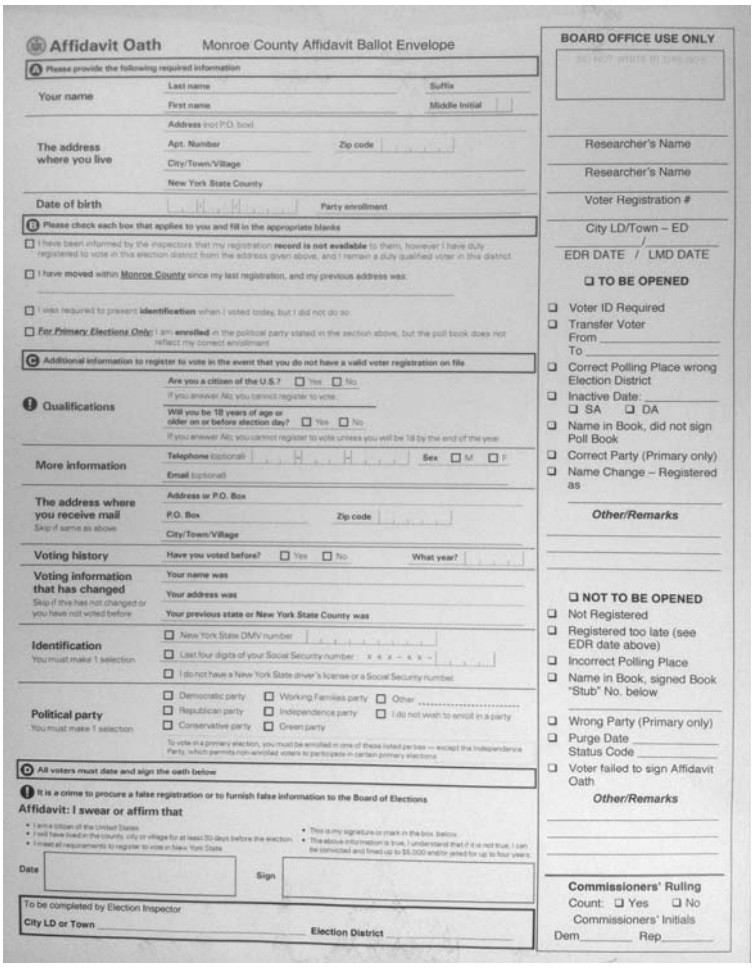
Ordinary Affidavit Ballot Procedures

Procedure

1. Provide the voter with a paper ballot. Instructions are on the ballot.
2. Write the City LD or Town and Election District at the bottom of the Affidavit Envelope
3. Provide the voter with the affidavit ballot envelope.
4. Direct the voter to a privacy area.
5. The voter marks the paper ballot.
6. The voter must seal the ballot in the affidavit envelope.
7. The voter must
   - date
   - sign
   - completely fill out the Affidavit Ballot envelope
8. The voter will give the completed envelope with the ballot sealed inside to an Inspector.
9. **An Inspector must**
   - **ensure that the envelope is signed and completely filled out.**
   - **the envelope is sealed properly and placed in the sealed voted Affidavit Return envelope.**

Procedure

1. If the voter requires assistance in marking their ballot, an Inspector should escort the voter to the IC-2 (BMD).
2. Voters will follow the normal procedure for marking their ballot. See *Guiding the Voter on the IC-2* (page 31).
3. The voter will print their ballot. **However, the ballot MAY NOT be deposited into the scanner side of the IC-2 (BMD).**
4. Have the voter review (or the Inspectors may review with them if asked) their ballot selections.
5. When the voter is satisfied with their ballot, they, or if assistance is needed, Inspectors, should place it in an affidavit ballot envelope **(the ballot must NOT be cast in any scanner).**
6. Assist the voter in completing the envelope, if necessary (assistance given must be recorded on Section III of the Challenge Report).
7. Follow *Ordinary Affidavit Ballot Procedures* for filling out and securing the affidavit ballot envelope.
8. **An Inspector must**
   - **ensure that the envelope is signed and completely filled out.**
   - **the envelope is sealed properly and placed in the sealed voted Affidavit Return envelope.**


Affidavit Oath Monroe County Affidavit Ballot Envelope

BOARD OFFICE USE ONLY

Your name — Last name / First name / Suffix / Middle Initial

The address where you live — Address (not P.O. box) / Apt. Number / Zip code / City/Town/Village / New York State County

Date of birth / Party enrollment

Please check each box that applies to you and fill in the appropriate blanks

I have been informed by the inspectors that my registration **record is not available** to them, however I have duly registered to vote in this election district from the address given above, and I remain a duly qualified voter in this district

I have **moved** within Monroe County since my last registration, and my previous address was:

I was required to present **identification** when I voted today, but I did not do so

For Primary Elections Only: I am **enrolled** in the political party stated in the section above, but the poll book does not reflect my correct enrollment

Additional information to register to vote in the event that you do not have a valid voter registration on file

Qualifications — Are you a citizen of the U.S.? ☐ Yes ☐ No / If you answer No, you cannot register to vote. / Will you be 18 years of age or older on or before election day? ☐ Yes ☐ No / If you answer No, you cannot register to vote unless you will be 18 by the end of the year.

More information — Telephone (optional) / Sex ☐ M ☐ F / Email (optional)

The address where you receive mail (Skip if same as above) — Address or P.O. Box / P.O. Box / Zip code / City/Town/Village

Voting history — Have you voted before? ☐ Yes ☐ No / What year?

Voting information that has changed (Skip if this has not changed or you have not voted before) — Your name was / Your address was / Your previous state or New York State County was

Identification (You must make 1 selection) — ☐ New York State DMV number / ☐ Last four digits of your Social Security number x x x – x x – / ☐ I do not have a New York State driver's license or a Social Security number

Political party (You must make 1 selection) — ☐ Democratic party ☐ Working Families party ☐ Other ☐ Republican party ☐ Independence party ☐ I do not wish to enroll in a party ☐ Conservative party ☐ Green party

To vote in a primary election, you must be enrolled in one of these listed parties — except the Independence Party, which permits non-enrolled voters to participate in certain primary elections.

All voters must date and sign the oath below

It is a crime to procure a false registration or to furnish false information to the Board of Elections

Affidavit: I swear or affirm that
- I am a citizen of the United States
- I will have lived in the county, city or village for at least 30 days before the election
- I meet all requirements to register to vote in New York State
- This is my signature or mark in the box below
- The above information is true. I understand that if it is not true, I can be convicted and fined up to $5,000 and/or asked for up to four years

Date / Sign

To be completed by Election Inspector — City LD or Town / Election District

Researcher's Name / Researcher's Name / Voter Registration # / City LD/Town – ED / EDR DATE / LMD DATE

TO BE OPENED
- ☐ Voter ID Required
- ☐ Transfer Voter From ___ To ___
- ☐ Correct Polling Place wrong Election District
- ☐ Inactive Date: ☐ SA ☐ DA
- ☐ Name in Book, did not sign Poll Book
- ☐ Correct Party (Primary only)
- ☐ Name Change – Registered as

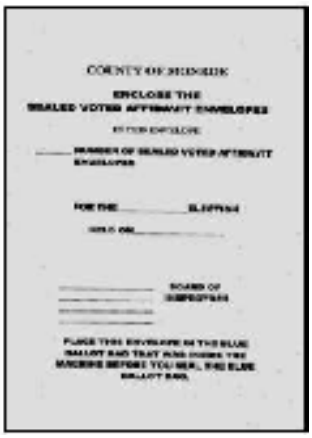
Other/Remarks

NOT TO BE OPENED
- ☐ Not Registered
- ☐ Registered too late (see EDR date above)
- ☐ Incorrect Polling Place
- ☐ Name in Book, signed Book "Stub" No. below
- ☐ Wrong Party (Primary only)
- ☐ Purge Date ___ Status Code ___
- ☐ Voter failed to sign Affidavit Oath

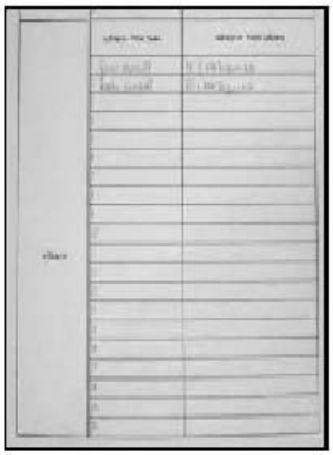
Other/Remarks

Commissioners' Ruling — Count: ☐ Yes ☐ No — Commissioners' Initials — Dem___ Rep___

Affidavit Oath - one side in English, other side in Spanish in Spanish designated polling sites



Affidavit Return Envelope



Challenge Report

Court Orders

Purpose

Court Orders are used when a voters' name does not appear in the Poll Book, the voter claims to reside in the district, and the voter wants to vote on the IC-1 (Scanner) or IC-2 (BMD).

Procedure IC-1

1. The Inspector takes the Court Order from the voter. The Court Order must specify the voters' name, address and Election District.
2. The Inspectors must then allow the voter to vote on the IC-1. Tear off a ballot from the ballot packet and give it to the voter inside of a privacy folder.
3. The Inspector should write the stub number given to the voter on the upper right hand corner of the Court Order.
4. The Inspectors must note the voters' name, address and stub number on Section IV of the Challenge Report.
5. Inspectors must place the Court Order in the Court Order Return Envelope.

Procedure IC-2

1. The Inspector takes the Court Order from the voter. The Court Order must specify the voters' name, address and Election District.
2. The Inspectors must then allow the voter to vote on the IC-2 (BMD), see *Guiding the Voter on the IC-2* (page 31). Tear off a ballot from the blank ballot packet and escort the voter to the IC-2.
3. The Inspector should write BMD and the stub number given to the voter on the upper right hand corner of the Court Order.
4. The Inspectors must note the voters' name, address, BMD and stub number on Section IV of the Challenge Report.
5. Inspectors must place the Court Order in the Court Order Return Envelope.

Notes

- A voter might check in with the Inspectors and learn that their name is not in the Poll Book and then seek to get a Court Order or the voter may already know their name is not likely in the Poll Book and seek to get a Court Order.
- In a Primary Election, voters should contact a specific party. In a Primary Election, the Court Order must specify the party in which the person is allowed to vote.
- Both political parties' phone numbers are listed on the **Notice to Voters**. Each party maintains attorneys on Election Day to assist voters with the preparation of a Court Order.
- A voter must fill out these papers, which are taken before a Supreme Court Judge. The Judge will examine the papers and if all is in order, sign the papers allowing the voter to vote on the voting machine.
- The voter must then take these papers back to their <u>correct</u> Election District and present them to the Inspectors.

The Challenge Report

CHALLENGE REPORT FOR
Board of Elections
Monroe County

Leg. Dist. 28 ED: 1/2/10
NO 34 SCHOOL MAIN HALLWAY

June 26, 2012

	Registrant	Address	Serial No.
Section I Name Changes:	Suzanne Smith is now Suzanne Jones	1630 N. Goodman St. 14609	014824046

	Registrant	Address	Serial No.	Reason
Section II Other voters challenged on Election Day:	John Smith	120 Main St.	123456789	Voter living at new address

	Registrant	Address	Serial No.	Name and address of person rendering assistance and relationship to voter (if any)	Reason for Assistance
Section III Voters Assisted on Election Day	Van Pong	36 East Ave.	234567890	Jim Bard 21 Prince friend	Blind
	Jane Mills	96 Scio St.	345678901	Interpreter	language

OVER
CHALLENGE REPORT CONTINUED

Record **Name Changes** (Section I)

Record **Voters Challenged on Election Day (Section II)**

Record **Assisted Voters (Section III)**

Serial No.
9 Digit number located under the barcode in the Poll Book

Record **Court Orders (Section IV)**

Record **Affidavit Ballots (Section IV)**

Additional Registrants Permitted to Vote Court Order/Affidavit Ballot

Section IV Court Order:		Print Name	Print Address	Stub No.
	1	Joe Sands	18 Main St.	224
	2			
	3			
	4			
	5			

Affidavit		Affidavit - Print Name	Affidavit - Print Address
	1	Paul Jones	74 Clay Ave.
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		

We, the undersigned do hereby certify that the above report contains the names of all persons who were challenged on the day of election, and that each voter so reported as having been challenged took the oaths as required, that such report contains the names of all voters to whom such board gave or allowed assistance and lists the nature of the disability which required such assistance to be given and the names and family relationship, if any, to the voter of the persons by whom such assistance was rendered; that each such assistance took the required oath; that such report contains the names of all voters who were permitted to vote although their registration poll records were missing; that the entries made by such board are a true and accurate record of its proceedings with respect to the persons named in such report.

Democratic Inspector Signature

Republican Inspector Signature

At least 2 Inspectors must sign the Challenge Report

RETURN TO BOARD OF ELECTIONS

Handling Ballot Problems

Spoiled Ballot

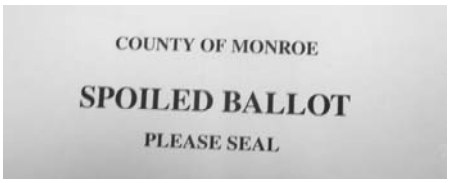
Purpose

If a ballot is torn, damaged, the voter has changed their mind or overvoted any race on a ballot, the voter may choose to spoil their ballot.

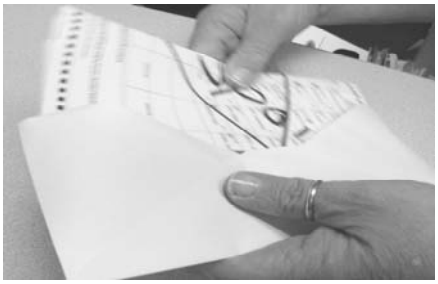
How a voter spoils their ballot

Procedure

1. The Inspector must NOT examine a voters' ballot.
2. Inspectors must confirm that the voter wishes to spoil their ballot.
3. The Inspectors direct the voter to place a large "X" across the ballot face and write "spoiled".
4. Inspectors should direct the voter back to the district table where they checked-in, to receive a small white spoiled ballot envelope.
5. The Inspectors present the voter with the small white Spoiled Ballot Envelope and instruct the voter to fold and place the spoiled ballot inside the envelope.
6. The Inspectors place the small Spoiled Ballot Envelopes inside the larger sealed Spoiled Ballot Return Envelope.
7. The Inspectors re-issue the voter a new ballot and must adjust the stub number entry in the Poll Book.



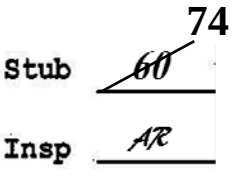
Spoiled Ballot Envelope



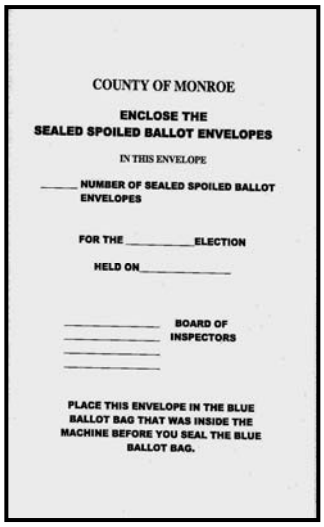
Voter Placing the Spoiled Ballot into the Spoiled Ballot Envelope

Notes

- Inspectors should NEVER examine a voters' ballot, unless the voter specifically asks the Inspectors to do so. In that case a bi-partisan team is required and should be noted as assistance on the Challenge Report.
- The voter should spoil their own ballot, NOT the Inspector.
- The voter is allowed to be given a ballot up to **three** times. (A voter MUST NEVER be given a fourth ballot.)
- If the voter can not or will not spoil their ballot, it becomes an Unscanable Emergency Ballot.
- At closing the Inspectors note the appropriate number on the outside of the sealed Spoiled Ballot Return Envelope to indicate how many ballots are in the envelope.



How to adjust the Stub number entry.

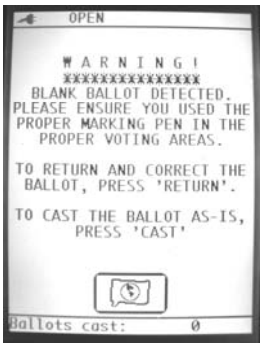


Spoiled Ballot Return Envelope

Handling Ballot Problems

Blank Ballot

Explanation The operator screen will display a message that reads:



> **"WARNING! BLANK BALLOT DETECTED. PLEASE ENSURE YOU USED THE PROPER MARKING PEN IN THE PROPER VOTING AREAS. TO RETURN AND CORRECT THE BALLOT, PRESS 'RETURN'. TO CAST THE BALLOT AS-IS, PRESS 'CAST'."**

A blank pre-printed ballot warning occurs when the SCANNER does not detect any markings after the ballot has been inserted in the scanner.
A voter may intentionally wish to cast a blank ballot, but most likely the voter made an error while marking his/her ballot and inadvertently did not make any selections.

Procedure The voter is offered the option to:

1. Have the ballot returned to them for correction, or
2. To have the SCANNER accept the ballot 'as-is'.

Notes

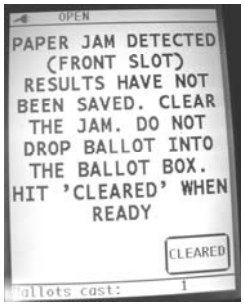
- After the ballot is cast, the voter cannot receive a new ballot.
- If the voter wants the ballot returned, press the red **Return** button and instruct the voter to mark their ballot at the privacy area. Once marked, return to ANY scanner to deposit.
- If no selection is made by the voter within 30 seconds, the scanner will automatically return the ballot.

Ballot Jams

Explanation If there is a ballot/paper jam, the operator screen will display a message that says:

> **"PAPER JAM DETECTED. PLEASE CLEAR ANY PAPER FROM THE DEVICE AND PRESS THE 'CLEARED' BUTTON"**
>
> **DO NOT PRESS THE CLEARED BUTTON UNTIL THE PAPER JAM HAS BEEN REMOVED**

Procedure **IF** you CANNOT see any part of the ballot from the ballot entry slot on the scanner:
CALL THE BOARD OF ELECTIONS IMMEDIATELY.



IF you CAN see any part of the ballot from the ballot entry slot on the scanner:

1. Have the voter remain at the voting machine.
2. If any part of the ballot is protruding through the entry slot, have the voter gently pull the ballot out of the scanner.
3. Press the 'CLEARED' button.
4. If the ballot is not torn or damaged, have the voter re-insert the ballot into the scanner, or use another scanner.
5. If the ballot is torn or damaged, suggest to the voter they may wish to spoil their ballot and receive a new one. Follow the spoiled ballot procedure on page 57.

IF AFTER RE-INSERTING THE BALLOT, THE VOTING MACHINE STILL DETECTS A PAPER JAM DO NOT CONTINUE TO PRESS THE CLEARED BUTTON. HAVE THE VOTER USE ANOTHER SCANNER AND CALL THE BOARD OF ELECTIONS IMMEDIATELY. DO NOT TURN OFF THE VOTING MACHINE.

Handling Ballot Problems

Misread/Ambiguous Marks

Explanation A misread or ambiguous mark warning indicates that the scanner cannot recognize all of the features on the ballot. This usually occurs for one of the following reasons:

- The voter has not completely or fully darkened in the ovals to make their selection.
- There may be stray marks on the ballot that could obstruct important identifiers along the edges of the ballot.
- The ballot may be torn or damaged.

The Image Cast Voting Machine will begin to beep and will return the ballot to the voter.

The operator panel will display a detailed message that informs the voter that one or more ambiguous marks have been detected on the ballot. On the second page it will inform the voter exactly which marks to correct. It will instruct the voter to correct all marks and then re-feed the ballot into any scanner. (see error messages below)

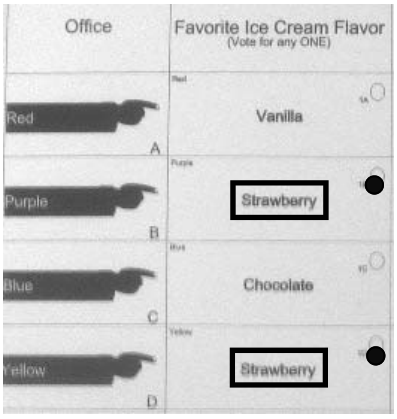
Procedure Allow the voter privacy with their ballot and at the voting machine. Give them enough time to read the operator panel and make their decision. You may assist the voter if you are asked.

A. Instruct the voter to ensure they have fully darkened in the ovals to make their selections. They may then re-insert the ballot in any scanner.
B. If the ballot is rejected by one scanner, the voter may try another scanner. You may also suggest they turn the ballot over or insert it in a different direction.
C. If the ballot is rejected by every scanner, the voter can choose to spoil the ballot and receive a new one. (Follow spoiled ballot procedures on page 57.)

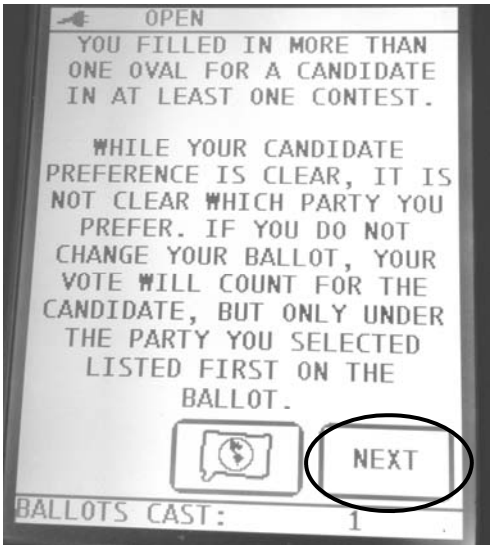
Handling Ballot Problems

Push Votes

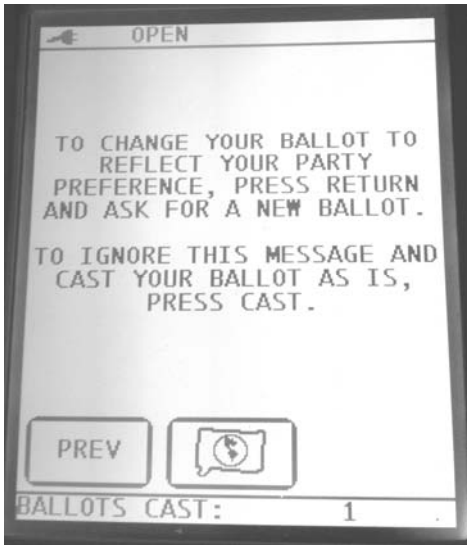
Explanation In some contests, a candidate may be listed under more than one party. If a voter fills in more than one oval for a candidate in a contest, their vote will count for that candidate, but only under the party they selected listed first on the ballot.



When this happens, the Image Cast Voting Machine will begin to beep to inform the voter that they have selected the same candidate on more than one party line. (see messages below)



(message page 1)



(message page 2)

Procedure Allow the voter privacy with their ballot and at the voting machine. Give them enough time to read the operator panel and make their decision. You may assist the voter if you are asked.

A. The voter chooses to press the red return button to have the ballot returned. The voter must spoil the ballot before they may obtain a new ballot (follow Spoiled Ballot procedures on page 57).

OR

B. The voter chooses to press the green cast button to cast the ballot as is and the vote will be cast for the candidate on the highest party line.

Example: Strawberry appears on both the purple party line and the yellow party line. The voter darkened both ovals. If the ballot is cast as is, the vote will be cast on the purple line.

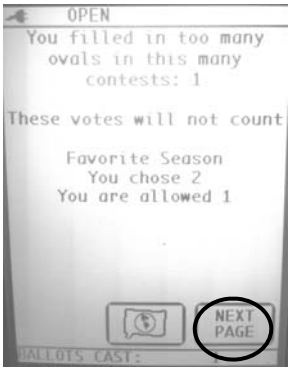
Notes If no selection is made by the voter within 30 seconds, the scanner will automatically return the ballot.

Handling Ballot Problems

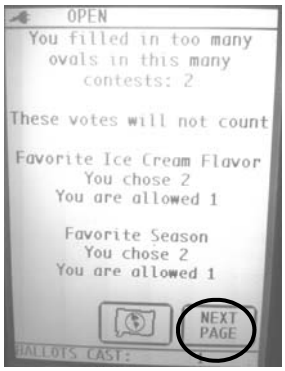
Overvote

Explanation The Image Cast Voting Machine will begin to beep, and a message on the operator panel will alert the voter that they have voted for more candidates than permitted in a particular race.

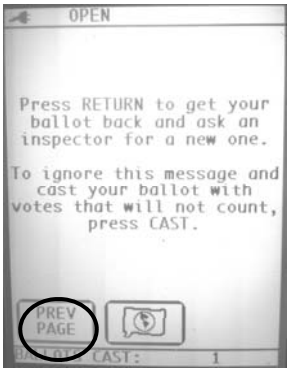
The operator panel will display a detailed message that informs the voter which race(s) were overvoted, and a second page displayed will offer the voter the options to return the ballot for a new one, or the voter may cast as is, in which case the overvoted races will NOT count. (See error messages below)



(Example of one contest being overvoted)



(Example of two contests being overvoted)



(Example of part two message)

Procedure Allow the voter privacy with their ballot and at the voting machine. Give them enough time to read the operator panel and make their decision. You may assist the voter if you are asked.

A. The voter chooses to press the red return button to have the ballot returned. The voter must spoil the ballot before they may obtain a new ballot (follow Spoiled Ballot procedures on page 57).

OR

B. The voter chooses to press the green cast button to cast the ballot as is.

Notes

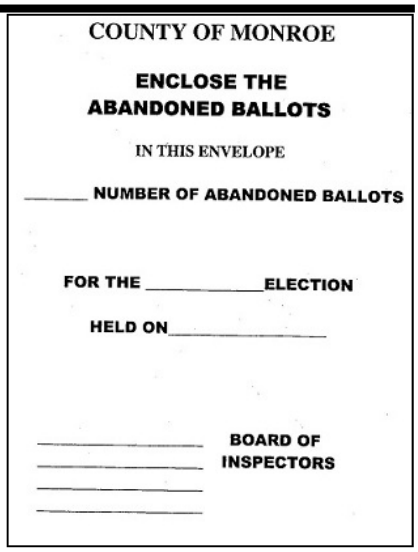
- Once the ballot is cast, the voter cannot receive a new ballot.
- If no selection is made by the voter within 30 seconds, the scanner will automatically return the ballot.

Abandoned Ballot

Explanation A ballot that is found in the polling site, but NOT in or near the scanner of any voting machine.

Procedure Inspectors must place any abandoned ballots in the Abandoned Ballot Return Envelope.

Notes If you have any questions or are unsure if a ballot is abandoned, call the Board of Elections at 753-1599.



COUNTY OF MONROE

ENCLOSE THE ABANDONED BALLOTS

IN THIS ENVELOPE

_____ NUMBER OF ABANDONED BALLOTS

FOR THE _____ ELECTION

HELD ON _____

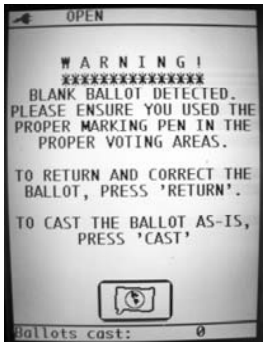
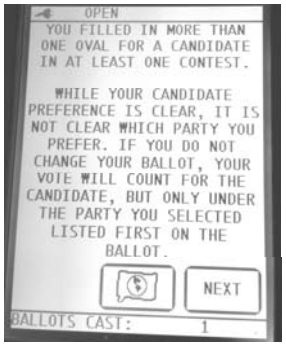
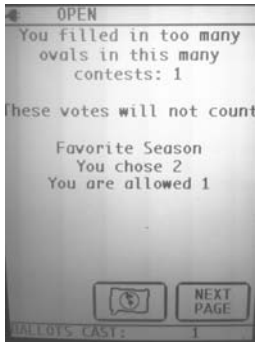
_____ BOARD OF INSPECTORS

_____

_____

_____

Ballot Problems Summary

	Blank Ballot	**Ambiguous Mark**	**Push Votes**	**Overvote**	**Ballot Jam**
Display					
Why does it occur?	Voter deposits the ballot into the scanner without marking it	The ballot contains incomplete marks, stray marks or is damaged	Voter votes for the same candidate on two or more party lines	Voter votes for too many candidates in a particular race	The ballot becomes lodged in the scanner or the voter tries to insert the privacy folder
Scanner Action	Must Press **Cast** or **Return**	Immediately Returns the Ballot	Must Press **Cast** or **Return**	Must Press **Cast** or **Return**	Message to remove Jam and Press Clear
Can be Cast?	Yes	No	Yes	Yes	Yes
Can be Spoiled?	Voter should Mark the Ballot	Yes	Yes	Yes	Yes
Can become Unscanable Emergency?	N/A	Yes	Yes	Yes	No

Monroe County Board of Elections

Training Manual

for Election Inspectors

At the Polls

Protecting the Voters Privacy

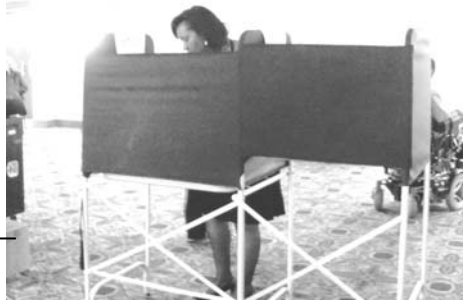
It is critical that Inspectors make every effort to ensure a voters' privacy whenever that voter is in possession of their ballot. There are several key procedures that must be followed.

Privacy Folder

- When the voter is provided the pre-printed ballot, the pre-printed ballot MUST be placed in a privacy folder.
- The Inspector MAY NOT, for any reason, withhold presenting the voter the pre-printed ballot inside of the privacy folder.

Do not Handle a voters' ballot

- Inspectors may NEVER handle or view a voters' pre-printed ballot without permission from the voter. Anytime the voter does give permission for their ballot to be looked at, two Inspectors, a Democratic Inspector and a Republican Inspector, must be present and it should be recorded as assistance given on the Challenge Report.
- Inspectors should always attempt to solve any problem with the ballot by asking the voter questions and giving them direction. It is not usually necessary to handle or view a voters' ballot.

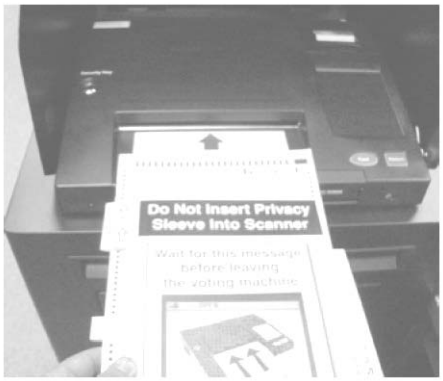


Do not hover near the Privacy Area

- Inspectors should not hover over a voter when the voter is in the Privacy Area.
- The voter should be allowed to mark their ballot without any interference from the Inspector.

Do not hover near the voting machines

- Inspectors should NOT stand in front of or near the scanner of the voting machines. It is acceptable to stand behind the voting machines.
- Inspectors should not hover near the scanners of the voting machines or around the privacy areas where voters are marking their ballots.
- If the voter requires assistance, the Inspector should stand behind the IC-1 Hood or the IC-2 Privacy Screen.
- Inspectors should never deposit a voters' ballot into the scanner unless specifically requested to do so and accompanied by an Inspector of the opposite party.



SPANISH INTERPRETERS

Purpose: By Department of Justice guidelines, a county must provide bilingual services if 5 percent, or 10,000 of voting-age citizens are not proficient in English as determined by the US Census. Interpreters transfer information to and from Election Inspectors and, if asked, assist the voter with their ballots.

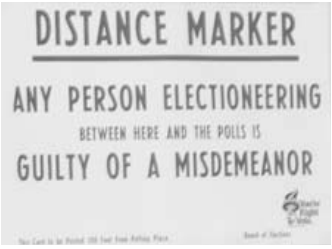
Procedures:

1. Each designated polling site requiring a Spanish Interpreter is provided with a small manila envelope marked "Spanish Interpreter Only" located in the Site Specific Bag. This envelope contains information for the Interpreter **only** and must be given to the Spanish Interpreter upon their arrival.
2. The Spanish Interpreter must be allowed to sit at any Inspector table. Spanish Interpreters may not be sent home by the Inspectors. **They are not to be used to perform tasks routinely assigned to Inspectors.** Inspectors are not authorized to sign Interpreter claim vouchers or any other forms.
3. No Interpreter? Need Translation? If you need the services of an Interpreter for a voter, call the BOE at 753-1560 for immediate translation services over the phone.

Notes: Spanish Interpreters are **required by Federal Law**, determined by the census and serviced by the Board of Elections. After taking the "Oath for Person(s) Assisting Voter," the Spanish Interpreters may assist the voter without the presence of the Election Inspectors. Record all voter assistance in section III of the challenge report.

ELECTIONEERING

Purpose: Electioneering is working for the election of a candidate or political party.



Procedure: Inspectors must ensure that no advertisement, display or speech containing a political party or candidates' name is within a 100' radius of the polling site.

Inspectors must post the Distance Marker 100' from the entrance to the polling site to let all voters know that such activity is forbidden.

Examples: Name badges, buttons, name on a label attached to food, bumper stickers, memorabilia (pencils, rulers, etc.) or political advertisements (newspapers, radio, TV).

Notes: Inspectors should ask the individual that is electioneering to remove or conceal the material that contains the political partys' name or the candidates' name.

POLL WATCHERS

Purpose At any Primary, General or Special Election Poll Watchers are appointed by any political party or independent body whose candidates are on the ballot.

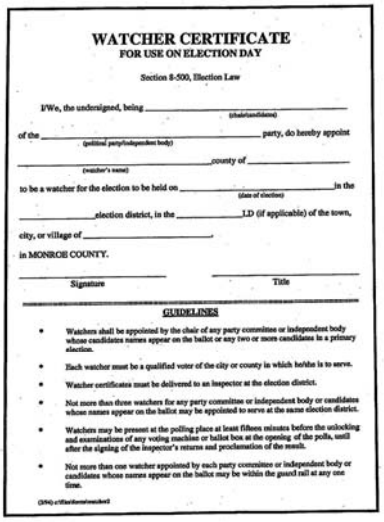
Procedure Poll Watcher Certificates must be delivered to an Inspector at the Polling Site. Poll Watchers must be a qualified voter in the County in which they are serving.

Poll Watchers MAY:

- MAY be present and witness the unlocking and opening of the voting machines
- MAY observe proceedings throughout the Election Day
- MAY observe the closing of the voting machines and be given access to the closing tapes
- MAY be given information as to who has voted

Poll Watchers MAY NOT:

- MAY NOT sit at the Voter Sign-In tables
- MAY NOT have access to the Poll Book or other official election supplies
- MAY NOT electioneer or disrupt voting proceedings



WATCHER CERTIFICATE
FOR USE ON ELECTION DAY

Section 8-500, Election Law

I/We, the undersigned, being _____ (chair/candidates)

of the _____ (political party/independent body) party, do hereby appoint

_____ (watcher's name) county of _____

to be a watcher for the election to be held on _____ (date of election) in the

_____ election district, in the _____ LD (if applicable) of the town,

city, or village of _____,

in MONROE COUNTY.

_____ Signature _____ Title

GUIDELINES

- Watchers shall be appointed by the chair of any party committee or independent body whose candidates names appear on the ballot or any two or more candidates in a primary election.
- Each watcher must be a qualified voter of the city or county in which he/she is to serve.
- Watcher certificates must be delivered to an Inspector at the election district.
- Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district.
- Watchers may be present at the polling place at least fifteen minutes before the unlocking and examinations of any voting machine or ballot box at the opening of the polls, until after the signing of the inspector's returns and proclamation of the result.
- Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guard rail at any one time.

(3/94) c:\flanker\watcher1

Notes Federal and State Laws allow Poll Watchers access to polling sites and to be given information on who has voted on Election Day, and Inspectors must comply with acceptable requests as noted above. Poll Watchers may provide Inspectors with a list of voters names, and ask Inspectors to cross off the names of voters as they come in to vote. If asked, as long as crossing off the list does not interfere with the official duties, Inspectors should assist Poll Watchers, as they are attempting to improve voter turn-out at the Polls.

CANDIDATES

Purpose As representatives of their party and candidacies for election, candidates may visit polling sites on Election Day.

Notes **Candidates MAY**:

1. Observe the opening of the polling site and voting machines.
2. Observe the closing of the polling site and be given access to the Closing Tapes.

Candidates MAY NOT:

1. Disrupt proceedings.
2. Electioneer within the distance marker, which covers a 100 foot radius around the polling site.

If a candidate wishes to spend a reasonable amount of time in the polling site observing, they must present a Poll Watcher's Certificate to the Inspectors.

Scanner becomes inoperable

Explanation If the scanner on any voting machine becomes inoperable for any reason, then direct voters to other scanners and call the Board of Elections immediately. If all scanners become inoperable, call the Board of Elections immediately.

Procedure **Call the Board of Elections immediately and report ANY scanners that are not working.**

Emergency voting procedure

Explanation All scanners in a polling site repeatedly fail to accept ballots.

Procedure

1. Call the Board of Elections IMMEDIATELY at 753-1590 to receive permission from the Commissioners to unlock the Emergency Compartment at the side of the Voting Machines, below the scanner units.

2. Unlock the Emergency Compartments using the metal ballot box door key. Bring the compartment door down to reveal the ballot entry slot and relock in place.
3. While the scanners are not functioning, the check-in procedure for voters remains the same.

4. The voter will deposit their marked ballot into the ballot entry slot.
5. Once the voter has deposited the ballot, they may not receive another ballot.

6. Inspectors may not remove ballots from the Emergency Compartment unless authorized by the Commissioners.

In the Case of an Emergency Where You are Required to Leave Your Polling Site Immediately

1. An immediate emergency may include a:

   a. Power outage

   b. Fire

   c. Flooding

   d. Fire drill

   Instructions will be given on what to do.

2. DO NOT power down or unplug the voting machines.

3. If you are required to leave your polling site, take the following district specific items with you to a safe location:

   a. The Poll Book(s)

   b. Put all ballots for each district in the Green Ballot Bag(s) (pre-printed ballots, blank ballots and affidavit ballots)

   c. Put all ballot envelopes in the Green Ballot Bag

   d. Voting Machine keys

4. Call the Board of Elections immediately at 753-1599.

5. The Site Chairs should note the **Ballots Cast** on each voting machine (Ballots Cast is located at the bottom right of the operator panel).

6. The Site Chairs should jointly be responsible for the custody of the Poll Books, Green Ballot Bag(s) and the voting machine keys. In an emergency, the voting machine keys, Poll Books and Green Ballot Bag(s) should be kept with the Site Chairs at all times.

Note the Ballots Cast

In the Case of an Emergency Where You are Allowed to Stay in Your Polling Site, Contact the Board of Elections Immediately at 753-1599 for Specific Instructions

Monroe County Board of Elections

Training Manual

for Election Inspectors

- **Frequently Asked Questions**
- **Glossary**
- **Index**

FREQUENTLY ASKED QUESTIONS

ELECTION PROCEDURES

Where are the voting machine keys located at opening and where do we return them at night?

The voting machine keys for each polling site will be in key envelopes in the site specific bag brought to the polling site by a Site Chair. At closing, the keys must be placed in the Blue Ballot Security Bag for each voting machine (the Blue Ballot Security Bag is then sealed with a plastic seal).

Why are there two keys on the key ring?

The ballot box door key is a metal key that when inserted in the front lock allows the handle to be turned and the door opened. The security key is used to boot up election files and initiate each BMD accessible voting session and to close polls at the end of the day.

How should assistance given to voters on the BMD be recorded?

Inspectors should record any assistance given to the voter on the BMD when the ballot is viewed by the Inspector. For instance, helping to fill out an affidavit ballot would need to be recorded on Section III of the Challenge Report.

Where are the ballots with write-in votes recorded?

Ballots with write-in votes will be found in the diverter compartments adjacent to the ballot box. The ballots should be placed in the Write-in Return Envelope for each voting machine, and the number recorded on the front of the envelope, then placed in that voting machines' Blue Ballot Security Bag. Write-In votes are counted by the voting machine and found on the closing tape.

What is a Spoiled Ballot?

A spoiled ballot is any ballot rejected by the voter. A spoiled ballot should be placed by the voter in the small white Spoiled Ballot Envelope. The sealed Spoiled Ballot should be placed in the Sealed Spoiled Ballot Return Envelope.

What is an Abandoned Ballot?

An abandoned ballot is a ballot (marked or unmarked) NOT FOUND IN OR NEAR THE SCANNER OF ANY VOTING MACHINE. Abandoned ballots must be placed in the Abandoned Ballot Return Envelope. An abandoned ballot may not be cast. If a ballot is left by a voter and IT IS IN THE SCANNER, it must be cast. Two Inspectors, one from each party, will witness the casting of such a ballot.

What is an Emergency Unscanable Ballot?

An Emergency Unscanable Ballot is a ballot that is marked by a voter and is rejected by EVERY voting machine in the polling site. If one voting machine will not accept a ballot, instruct the voter to use another. Whenever the instance of an Emergency Unscanable Ballot arises, the voter may choose to spoil such a ballot and receive a new ballot. An Emergency Unscanable Ballot may be cast.

Can a Voter really use any scanner in the polling site?

Yes. Each scanner is programmed to read the results for each Election District in the polling site.

Where is the stub number located?

The stub number is located on the ballot tab and is unique to each ballot that is removed for the voter. The stub number must be recorded in the Poll Book for each voter.

Where are the completed tabs from each ballot pack stored?

In the Green Ballot Bag. Remember to record each ballot pack used on the Ballot Reconciliation Sheet.

What are the scissors for?

The scissors should be used to cut the plastic seals. In the morning, cut the white plastic opening seal on each IC-1 (Scanner Only). At closing, use the scissors to cut the yellow plastic seals securing the memory card compartments.

FREQUENTLY ASKED QUESTIONS

Where do the cut plastic seals go?

Cut plastic seals are placed in the Blue Ballot Security Bag at the end of the night.

Where do the "extra" sticker seals go?

The sticker seals in the machine specific bags are all used at closing. New sticker seals must be applied to the ballot box doors of all voting machines (sticker seal #1) and on the ATI connector on the IC-2 (sticker seal #4).

Must voters use the Privacy Folders?

No. But Inspectors must present voters with one. The choice to use the folders, either at the stanchions, tables, or at the voting machines is entirely up to the voter.

Do voters have to use the ballot markers provided by the Board of Elections to mark their ballots?

The Board of Elections strongly recommends that voters use the markers provided. These markers more completely fill in the ovals. Pens and pencils may not fill in enough of the ovals and their use might result in a "blank ballot" or an "ambiguous mark" reading by the voting machine.

Can any Inspector sign important documents?

Yes. All Inspectors must sign the Certificate of Service and pay voucher. All other forms and envelopes need bi-partisan signatures from only two Inspectors.

Does an ID need to be current for it to be accepted?

Yes, only if the poll book states "ID REQUIRED". The ID should be no more than a few years old. The ID must contain the voters' name and address or name and photo.

What happens in a Primary if a voter says they are one party but does not appear in that party poll book?

In a Primary Election, each party experiencing a Primary will have their own, colored-coded Poll Book. If the voter does not appear in that parties' Poll Book, present them with the Notice to Voters.

How long can a voter take to fill out their ballot or use the BMD?

There is no time limit. However, after a reasonable time, two Inspectors, one from each party, can approach the voter, or the voter at the BMD, and ask the voter if they require assistance. If the voter answers in the affirmative, the Inspectors should follow the procedures for general voting assistance. If the voter answers to the negative, Inspectors should allow the voter additional time.

Does it matter which memory card is placed in the Red Security Bag?

Yes. The Red Memory Card should always be placed in the Red Security Bag.

What happens to the important supplies when Inspectors close the polls?

The most important supplies are divided between three colored bags:

The **Red Security Bag**, with supplies sealed inside, is transported, within 15 minutes after the polls close, by a Site Chair, to either the Board of Elections in the City or the Town Clerk in the Towns.

The **Blue Ballot Security Bag**, with supplies sealed inside, is transported by a Site Chair after the polling site is closed, to the Board of Elections in the City or the designated locations in the Towns.

The **Green Ballot Bag**(s), with supplies zipped inside, is placed in any voting machine.

All other supplies are packed in any plastic bag and placed back in any voting machine.

FREQUENTLY ASKED QUESTIONS

INSPECTOR ISSUES

How do I know what table (Election District) I should be at?

Inspectors at the polling site should move from table to table during the day, rotating jobs at reasonable intervals as set by the Site Chairs. Election Inspectors are assigned to a polling site, not an Election District.

How should we handle reporters or news-crews that appear at the polling site?

Always be considerate toward the press. Call the Board of Elections to inform the Commissioners if the press appears at your site. Reporters may ask Inspectors or voters questions outside the 100' distance marker. They must keep a reasonable distance between the privacy booths and the voting machines. They may not disrupt proceedings.

What should we do if our Spanish Interpreter does not show up?

If your Spanish Interpreter does not show up, please contact the Board of Elections at 753-1560.

How do Inspectors identify a Spanish Interpreter? A Board employee?

If the envelope marked "Spanish Interpreter Only" is in your Site Specific Bag, your polling site is a designated Interpreter site. Interpreters will report to your site and are allowed to join the team of Inspectors at the table. The Interpreter program is administrated by the BOE and has its own Coordinators and reporting mechanisms. Board employees should have a Monroe County ID displayed.

How can we improve the lighting, heat or set-up of our Polling site?

The best way is to find the custodian or maintenance staff at your polling site. Because of the number of Polling sites, it is difficult for the Board of Elections to make immediate changes on Election Day. Town Inspectors may also want to speak with their Town Clerks since it is the Clerks that reserve the polling sites and have contact numbers.

Can the Board of Elections or Coordinators provide transportation for Inspectors to and from the polling site?

No. In fact, Coordinators are NOT permitted to drive Inspectors to and from the polling site, either. Inspectors must provide their own transportation, except in cases of extreme emergency.

How do Inspectors vote if they are scheduled in a different polling site from where they vote?

We prefer Inspectors vote by absentee ballot in person at the Board of Elections (39 W Main Street) beginning two weeks before the election. However, Inspectors must be permitted time to go and vote if they are scheduled in a different polling site than they vote in. The Inspector must inform the Site Chair about how long they will be. The time to vote is in addition to the time allotted for meals, but may be combined.

What should Inspectors do with lists and other materials they create during the day?

The Board of Elections asks that Inspectors place any written material they create (such as a supplemental listing) in the voting machine at closing.

When we call the Board of Elections on Election Day, who will we be speaking to?

The phone numbers on the front of this manual go directly to the election trainers, election staff or one of the Deputy Commissioners or the Commissioners. Inspectors must follow their instructions.

GLOSSARY OF TERMS

Abandoned Ballot – A ballot that is found in the polling site, but NOT in or near the scanner of any voting machine. An abandoned ballot must be placed in the Abandoned Ballot Return Envelope.

Absentee Ballot – A paper ballot issued by the Board of Elections, prior to Election Day, for voters who will be out of the County or in County but ill.

AD (Assembly District) – An area encompassing a number of Election Districts in which an Assembly Member is elected.

Affidavit Ballot – A paper ballot issued to a voter who is otherwise not in a Poll Book but who lives in the ED. After voters have voted the ballot, it is placed in an affidavit envelope, sealed, signed, and then placed in the Affidavit Return Envelope.

Arm – The bendable metal connection between the body of the BMD and the monitor.

ATI – Audio Tactile Interface. Used by a voter to interact with the BMD to create a marked ballot.

BMD Equipment Bag – The bag that stores all of the BMD equipment.

Ballot Box – The large open area inside the voting machine. The Blue Ballot Security Bag will be inside the Ballot Box when the Polls Open. Inspectors will remove the Blue Ballot Security Bag from the Ballot Box at closing and a Site Chair will transport it to the designated location.

Ballot Face – The ballot as displayed on the pre-printed ballot.

Ballot Markers – Board of Elections approved marking implements that voters should use when marking their pre-printed ballots.

Ballot Marking Device (BMD) – A device that creates a marked paper ballot that is the result of voter interaction with visual or audio prompts.

Blue Ballot Security Bag – The blue bag located in each voting machine in which cast ballots are deposited.

Call-In District - An ED selected by the Board of Elections to call-in turnout figures (public counter number) at specific times throughout the day.

Certificate of Service – A pink sheet of paper that all Inspectors must sign to be credited for working on an Election Day; contains the Oath of Office and must be certified by the Site Chairs.

Challenge Report – A blue sheet of paper where name changes, challenges, court orders, affidavit ballots, and instances of assisting voters are recorded.

Closing Tape - The paper receipt produced from the voting machine after the polls close.

Consolidated Districts – Occurs when the voters in two or more Election Districts are combined into one Poll Book.

Contrast Button – Located on the BMD, a toggle button that produces a black background with white letters.

District – A generic term that can refer to an ED, LD, AD, State Senate District, or any other jurisdictional area.

District Maps – A street map, usually of an LD or Town, displaying an ED overlay. Used to locate polling sites and direct voters.

ED (Election District) – The smallest political unit usually comprising neighborhoods and indicated by a number (e.g. ED 24). Voters must vote in their ED. Committee members are elected from an ED.

Emergency Unscanable Ballot – A marked ballot that is rejected by every scanner in the polling site. An emergency Unscanable ballot should be placed in the Emergency Unscanable Ballot Return Envelope.

General Election – An annual election open to any registered voter.

Green Ballot Bag – The duffle bag in which pre-printed ballots are packed and stored. Ballot reconciliation forms are also packed in this bag.

Hispanic District – A Poll Site determined by census figures to possess over 5% Spanish-speaking population.

GLOSSARY OF TERMS

I Voted Stickers – a round adhesive that has "I voted today" on it. Inspectors should hand these stickers to voters, not place them directly on clothing.

LD (Legislative District) – An area encompassing a number of Election Districts in which a County Legislative Member is elected.

Leader – The political head of a local (Town, City, or LD) Committee. Minimum function is to act as liaisons between their County Committee and their local Committee.

LTED – A Board code for a Legislative District or Town and an Election District (eg.60002: Riga, ED 2).

Machine Number – The Number that identifies each voting machine.

Monitor – The display screen used by the voter during a BMD voting session.

Opening Zero Tape – The paper receipt produced from the voting machine Before the Polls Open.

Pay Voucher – A form that Inspectors must fill out completely in order to be paid for their work. It is a pink color for City Payroll.

Poll Book – The ledger containing a voters' name, address, and signature in which a voter must sign before they are allowed to vote on the voting machine. In a Primary, all eligible voters enrolled in each party having a Primary will be in separate Poll Books, color coded and labeled by party.

Polling Site – A location where voting occurs. A voter has a unique polling site. Election Inspectors are assigned to a polling site.

Power Supply – Located to the lower right inside of the ballot box in the IC-2, this supplies the IC-2 with a 2 hour battery back-up in case of power failure.

Primary Election – An election within a party for an office or offices. The winner appears on the General Election ballot.

Protective Counter – A number located at the bottom of the Opening and Closing Tapes showing the total number of ballots that have been scanned through the scanner.

Red Security Bag– The pouch that is used to store the most critical of election supplies. There is one Red Security Bag for each polling site. Must be returned by a Site Chair to the Town Hall in the Towns or Board of Elections in the City.

Sample Ballot – A paper diagram of the ballot face.

Seal – (1) Plastic strips that are used to secure the memory card compartment, the Blue Ballot Security Bag, the IC-1 hood, and other items; or (2) sticker strips that are placed over critical areas of the voting machines (such as seal number 1 that secures the ballot box door).

Site Chair – Two Inspectors, one from each party, are assigned to each polling site to supervise the polling site and the other Inspectors in the polling site. One Site Chair is responsible for returning the Red Security Bag; the other is responsible for returning the Blue Ballot Security Bags.

Sip and Puff – a technology that allows the voter to interact with the BMD by measured breathing in or out.

Spoiled Ballot – A printed, marked ballot that is rejected by a voter.

Stanchion – A standing device used to give voters privacy. It can appear as a "quad" unit consisting of four stations or a "double" consisting of two. Many units also contain a section for voters who use a wheelchair.

Street Directory - Listings with all house numbers and streets within a polling site, (used when a polling site has 3 or more Election Districts).

Street Guide – Listings with house numbers and streets within an ED.

Stub Number – The number appearing on the tab in the pre-printed ballot packs, also known as the public counter number.

Zoom Button – Located on the IC-2 ballot printer unit, a button that when pushed produces three magnification levels.

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