

Closing Bag Return Locations

Location	Red Bag	Blue Bag
City	Irving Place, adjacent to BOE	Parking Lot to the east of BOE between Irving Place and Exchange Blvd
Brighton	Town Hall: 2300 Elmwood Ave	<u>BOE Service Center</u> : 2595 Brighton Henrietta Townline Road
Chili	<u>Town Hall</u> : 3333 Chili Ave	<u>Town Hall Parking Lot</u> : 3333 Chili Ave
Clarkson	<u>Town Hall</u> : 3710 Lake Rd	<u>Town Hall Parking Lot</u> : 3710 Lake Rd
East Rochester	<u>Town Hall</u> : 120 W Commercial St	<u>Town Hall Parking Lot</u> : 120 W Commercial St
Gates	<u>Town Hall</u> : 1605 Buffalo Rd	<u>Town Hall Parking Lot</u> : 1605 Buffalo Rd
Greece	<u>Town Hall</u> : 1 Vince Tofany Blvd	<u>Town Hall Parking Lot</u> : 1 Vince Tofany Blvd
Hamlin	<u>Town Hall</u> : 1658 Lake Rd	<u>Town Hall Parking Lot</u> : 1658 Lake Rd
Henrietta	<u>Town Hall</u> : 475 Calkins Rd	<u>BOE Service Center</u> : 2595 Brighton Henrietta Townline Road
Irondequoit	<u>Town Hall</u> : 1280 Titus Ave	<u>Town Hall Parking Lot</u> : 1280 Titus Ave
Mendon	<u>Town Hall</u> : 16 W Main St	<u>Town Hall Parking Lot</u> : 16 W Main St
Ogden	<u>Town Hall</u> : 269 Ogden Center Rd	<u>Town Hall Parking Lot</u> : 269 Ogden Center Rd
Parma	<u>Town Hall</u> : 1300 Hilton Parma Corners Rd	<u>Town Hall Parking Lot</u> : 1300 Hilton Parma Corners Rd
Penfield	<u>Town Hall</u> : 3100 Atlantic Ave	<u>Town Hall Parking Lot</u> : 3100 Atlantic Ave
Perinton	<u>Town Hall</u> : 1350 Turk Hill Rd	<u>Town Hall Parking Lot</u> : 1350 Turk Hill Rd
Pittsford	<u>Town Hall</u> : 11 S Main St	<u>Town Hall Parking Lot</u> : 11 S Main St
Riga	<u>Town Hall</u> : 6460 Buffalo Rd	<u>Town Hall Parking Lot</u> : 6460 Buffalo Rd
Rush	<u>Town Hall</u> : 5977 E Henrietta Rd	<u>Town Hall Parking Lot</u> : 5977 E Henrietta Rd
Sweden	<u>Town Hall</u> : 18 State St	<u>Town Hall Parking Lot</u> : 18 State St
Webster	<u>Town Hall</u> : 1000 Ridge Rd	<u>Town Hall Parking Lot</u> : 1000 Ridge Rd
Wheatland	<u>Town Hall</u> : 22 Main St	<u>Town Hall Parking Lot</u> : 22 Main St

Questions: Call 753-1599

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**

Monroe County Board of Elections

2014 Site Chair Handbook



Peter M. Quinn
Commissioner

Thomas F. Ferrarese
Commissioner

Douglas E. French
Deputy

Colleen Anderson
Deputy

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

**State/Local Primary Election
Tuesday, September 9, 2014**

**General Election
Tuesday, November 4, 2014**

Inspector Training Team

Republican

John Fernandes
JFernandes@monroecounty.gov

Paul Wagner
PWagner@monroecounty.gov

Democratic

Abigail Freeman
AbigailFreeman@monroecounty.gov

Linda Cummings
LCummings@monroecounty.gov

Last Revised 5/2/2014

Site Chair Duties

Site Chairs are appointed prior to Election Day by the Coordinator, subject to confirmation by the Commissioners. Each polling site will have two (2) Site Chairs, one (1) Democratic, and one (1) Republican.

Site Chairs will assist and oversee Inspectors within the polling site on Election Day.

A Site Chair must be a qualified Election Inspector, have their own reliable transportation and a cell phone on Election Day.

Site Chairs MUST ensure the following:

- ⇒ All Inspectors have their Inspector Manuals and follow them
- ⇒ Assign each Election District to a table
- ⇒ Assign one (1) Democratic and one (1) Republican Inspector to each Election District table in the polling site **at all times**
- ⇒ That all Image Cast voting machines are set up and operational before the polls open for voting
- ⇒ All signs are posted properly according to NYS Election Law
- ⇒ Schedule Inspector meal breaks and time for voting for each Inspector in the polling site
- ⇒ Rotate Inspector tasks at reasonable intervals throughout the day
- ⇒ All forms and envelopes are filled out properly and signed
- ⇒ Keep the Coordinators and the Board of Elections informed about any problems or concerns
- ⇒ Return the Red Security Bag to the designated location
- ⇒ Return the Blue Ballot Security Bag(s) to the designated location
- ⇒ No food, drink or personal items are on the district table or voting machines at any time.

Notes

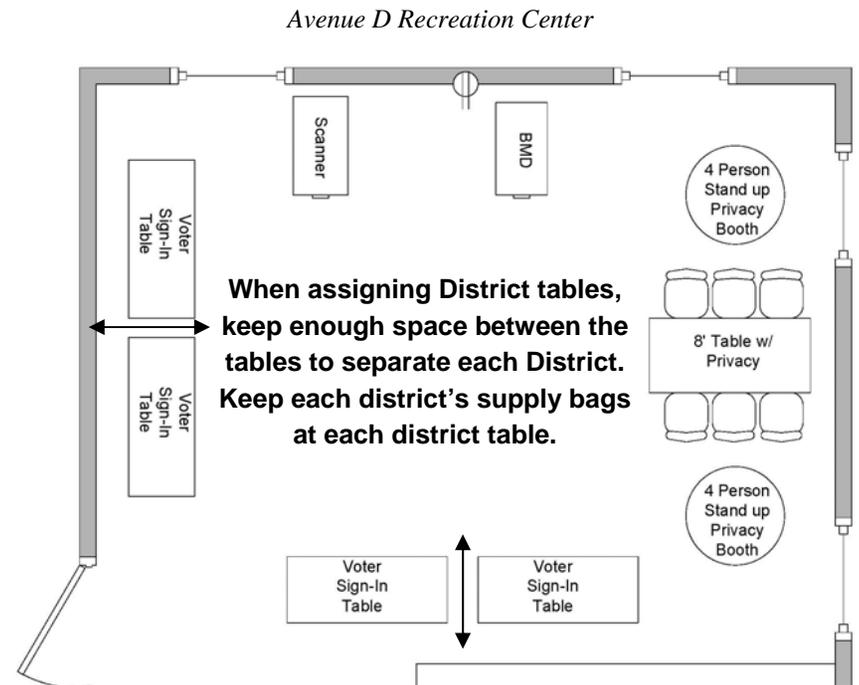
Notes

Make sure all District Specific Supplies and Bags are checked by labels and are at each correct Election District table.

Make sure the required supplies are on the correct Election District tables at all times.

Street Guide, Poll Book, Ballot Packs, Privacy Folder, Affidavit Ballots & Envelopes, Challenge Report and Notice to Voters.

Note: This is a *suggested* layout, and may be altered as long as good voter flow is maintained. Number of sign-in tables and privacy booths change based on size of election, as do rooms for some sites. We ask inspectors to use their judgment in making changes to this diagram.



sample polling site diagram

Make sure Inspectors do not hover around privacy areas or voting machines.

