

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	BOE Service Center: 2595 Brighton Henrietta Townline Road
Chili	Town Hall: 3333 Chili Ave	Town Hall Parking Lot: 3333 Chili Ave
Clarkson	Town Hall: 3710 Lake Rd	Town Hall Parking Lot: 3710 Lake Rd
East Rochester	Town Hall: 120 W Commercial St	Town Hall Parking Lot: 120 W Commercial St
Gates	Town Hall: 1605 Buffalo Rd	Town Hall Parking Lot: 1605 Buffalo Rd
Greece	Town Hall: 1 Vince Tofany Blvd	Town Hall Parking Lot: 1 Vince Tofany Blvd
Hamlin	Town Hall: 1658 Lake Rd	Town Hall Parking Lot: 1658 Lake Rd
Henrietta	Town Hall: 475 Calkins Rd	BOE Service Center: 2595 Brighton Henrietta Townline Road
Irondequoit	Town Hall: 1280 Titus Ave	Town Hall Parking Lot: 1280 Titus Ave
Mendon	Town Hall: 16 W Main St	Town Hall Parking Lot: 16 W Main St
Ogden	Town Hall: 269 Ogden Center Rd	Town Hall Parking Lot: 269 Ogden Center Rd
Parma	Town Hall: 1300 Hilton Parma Corners Rd	Town Hall Parking Lot: 1300 Hilton Parma Corners Rd
Penfield	Town Hall: 3100 Atlantic Ave	Town Hall Parking Lot: 3100 Atlantic Ave
Perinton	Town Hall: 1350 Turk Hill Rd	Town Hall Parking Lot: 1350 Turk Hill Rd
Pittsford	Town Hall: 11 S Main St	Town Hall Parking Lot: 11 S Main St
Riga	Town Hall: 6460 Buffalo Rd	Town Hall Parking Lot: 6460 Buffalo Rd
Rush	Town Hall: 5977 E Henrietta Rd	Town Hall Parking Lot: 5977 E Henrietta Rd
Sweden	Town Hall: 18 State St	Town Hall Parking Lot: 18 State St
Webster	Town Hall: 1000 Ridge Rd	Town Hall Parking Lot: 1000 Ridge Rd
Wheatland	Town Hall: 22 Main St	Town Hall Parking Lot: 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

Last Revised 7/27/2012

Monroe County Board of Elections

2012 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

Primary Election
Thursday, September 13, 2012

General Election
Tuesday, November 6, 2012

Inspector Training Team

Republican

John Fernandes
JFernandes@monroecounty.gov

Ashley Roose
ARoose@monroecounty.gov

Democratic

Abigail Freeman
AbigailFreeman@monroecounty.gov

Linda Cummings
LCummings@monroecounty.gov

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 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:

- ⇒ Make sure all Inspectors have their Inspector Manuals and follow them.
- ⇒ The polling site is set up according to polling site diagram provided by the Board of Elections.
- ⇒ Assign each Election District to a table.
- ⇒ All signs are posted properly according to NYS Election Law.
- ⇒ That all Image Cast voting machines are set up and operational before the polls open for voting.
- ⇒ Make sure that one (1) Democratic and one (1) Republican Inspector are assigned to each Election District table in the polling site at all times.
- ⇒ Rotate Inspector tasks at reasonable intervals throughout the day.
- ⇒ Schedule Inspector meal breaks and time for voting for each Inspector in the polling site.
- ⇒ Make sure all forms and envelopes are filled out properly and signed.
- ⇒ To return the Red Security Bag to the designated location.
- ⇒ To return the Blue Ballot Security Bag(s) to the designated location.
- ⇒ Keep the Coordinators and the Board of Elections informed about any concerns.

Notes

Notes

Make sure polling site is set up according to the Board of Elections Diagram.

If any changes are needed, notify the Board of Elections and the Coordinator.

Mark any changes on the diagram and return to the Board of Elections.

Assign Election Districts to a table.

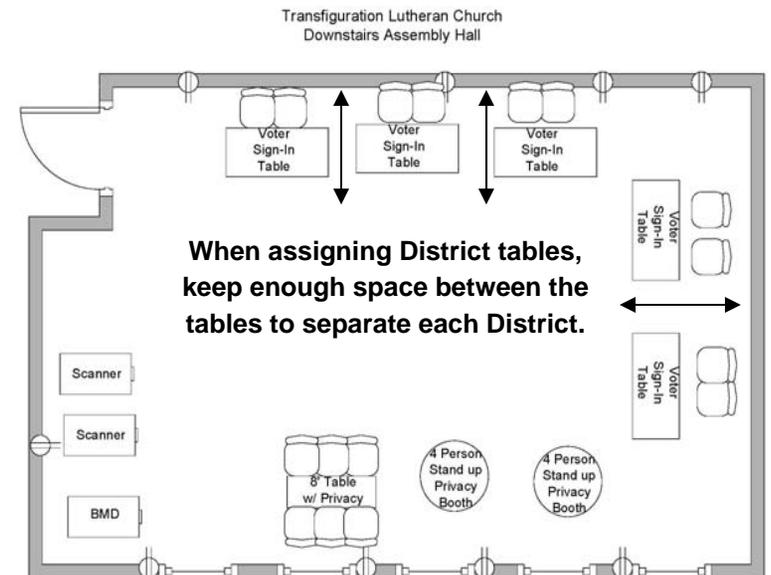
Make sure one (1) Democratic and one (1) Republican Inspector are assigned to Election District tables at all times.

Ensure ALL Image Cast voting machines are set up properly and on time.

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

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

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



sample polling site diagram

Rotate Inspector tasks throughout the day.

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

Election Day Notes

- Assign Inspectors to tasks at the beginning of the day and set a schedule.
- Discuss the tasks and duties and make sure all the Inspectors are familiar with procedures.
- Make sure that bi-partisan teams of Inspectors are assigned for each task.
- Ensure a smooth and fair rotation of tasks, breaks and time for voting.
- There should always be one (1) Site Chair in the polling site at all times.
- During the day, make sure procedures are being followed and voters are being processed fairly and politely.
- Site Chairs must work together and follow the advice of Coordinators from either party.
- Keep your Coordinator and the Board of Elections informed of any concerns.
- Never make assumptions. If you are not sure of any procedures or processes, call the Board of Elections immediately.
- Provide your Coordinator with an Election Day report on how things went.

End of Day and Closing Notes

- Be prepared for the Close of Polls.
- Make sure all Inspectors are aware of their assigned tasks at closing.
- NEVER close ANY voting machines before the Close of Polls at 9:00PM.
- Any voters in line at 9:00PM must be allowed to vote. Do not close ANY voting machines while voters are finishing their voting process.
- Site Chairs must make sure all forms and envelopes are properly filled out and signed.
- Follow the Inspector Manual at Closing. Utilize the packing list. Check off all items in each bag and voting machines before you pack, seal or lock anything.

Red Security Bag Return

Red Security Bag (Town Hall/BOE)

Certificate of Service
Closing Tape - 1
Memory Card, Red
Opening Tape
Pay Vouchers
Voter Registration Forms, Completed



Make sure all supplies are in the Red Security Bag before sealing.

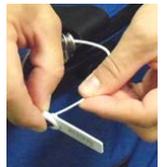
The Red Security Bag closing seal is in the IC-2 closing seal bag (inside the machine specific bag). Record the seal on the After the Polls Closed form.

Deliver the Red Security Bag to the designated location, when possible, return to your polling site to help your team finish closing.
(Drop off locations listed on the back of this booklet)

Blue Ballot Security Bag(s) Return

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
Machine Key Envelope
Machine Keys
Memory Card, Blue
Plastic Seal, Cut
Poll Book
Write-In Return Ballot Envelope
Unscannable Emergency Ballot Return Envelopes



Make sure all supplies are in the Blue Ballot Security Bag(s) before sealing.

EACH machine will have its own Blue Ballot Bag. NEVER remove cast ballots from that machines' Blue Ballot Bag. Make sure Write-In ballots are placed in the Write-In Return Envelope and then placed in that machines' Blue Ballot Bag.

Check all other packed supply bags, pack inside the voting machines, lock and seal voting machines.

Deliver Blue Ballot Security Bag(s) to the designated location.
(Drop off locations listed on the back of this booklet)