

COUNTY
of
SAN LUIS OBISPO

ELECTION PROCEDURE MANUAL

Including:

**Instruction Manuals for
Provisional and Voted Vote-by-Mail Ballots
AccuVote and AutoMARK Units**

November 4, 2008 Consolidated General Election

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Table of Contents

What's New	1
Eligibility of Voters	1
Instructions for Inspectors - Pre-Election.....	2
Setting Up the Polling Place - Election Morning	5
Diagram: Suggested Polling Place Setup.....	8
Opening the Polls	9
Election Day Procedures / Job Descriptions	10
Closing the Polls.....	14
What to Leave at the Polling Place.....	21
Regional Collection Centers	21
First Time Voters	22
VOTE-BY-MAIL BALLOTS	
Voter Turns In Own Ballot	23
Voter Received Ballot but Wants to Vote at the Polls.....	23
TYPES OF BALLOTS	
Spoiled Ballots.....	24
Write-In Ballots / Non-Processed Ballots.....	25
AutoMARK Ballots	26
PROBLEMS IN THE ROSTER-INDEX	
Voter's name is in Inactive Roster	27
Voter is at the same address but name is changed.....	27
Voter signed Roster but did not vote	27
Voter Leaves with Ballot.....	27
Challenging a Voter.....	28
Corrections needed in the Roster	28
MEETING VOTERS' SPECIAL NEEDS	
Voter Wishes to Use AutoMARK to Mark Ballot	29
Voter Unable to Sign Roster.....	29
Voter Requests Assistance	30
Curbside Voter	30
Tips on Meeting Voters' Special Needs.....	31
Voters with Children	31

OTHER QUESTIONS

Accident/Emergency and Problems 32
News Media / Pictures or filming 32
Exit Polling..... 32
Electioneering / Poll Watchers..... 33

PROVISIONAL BALLOTS AND RETURNED VOTED VOTE-BY-MAIL BALLOTS

Before the Polls Open 34
Provisional Ballots 35
Sample of Provisional Envelope..... 37
Returned Voted Vote-by-Mail Ballots 39
After the Polls Close..... 40

INSTRUCTION MANUAL FOR ACCUVOTE UNIT

Security Requirements and Procedures..... 41
Opening Procedure 44
Voting 48
Troubleshooting..... 49
Closing Procedure..... 52
Removing and Packing the Ballots..... 54

INSTRUCTION MANUAL FOR AUTOMARK UNIT

Setting Up..... 56
Issuing Ballots..... 61
Voting 62
Warning Notices 66
Closing Procedure 67
Assisting Voters with Special Needs..... 69
Troubleshooting 70
Jammed Ballot Procedure 71

GLOSSARY..... 74
CHECKLISTS..... 85
SUGGESTION/FEEDBACK 89

WHAT'S NEW & REMINDERS FOR NOVEMBER 2008

WHAT'S NEW

1. Because this is a General Election, some precincts will have more than one ballot type, or be "multiple ballot type" precincts. This means that some voters in your precinct will vote on different issues than other voters. Office staff will highlight different ballot types, but you are ultimately responsible for making sure that each voter receives the correct ballot.
2. The following precincts will have multiple ballot types: 101, 102, 103, 201, 204, 205, 206, 207, 209, 225, 226, 302, 316, and 517.

REMINDERS

1. In addition to two copies of the results tape, the audit report must also be printed and returned with the election supplies.
2. **Every** poll worker present for opening procedures must sign the opening tape.
3. **Every** poll worker present at 8:00 p.m. for closing must sign the two copies of the results tape and the audit report.
4. Additional security seals will again be affixed to the voting equipment and there are two seal certificates to sign election morning. If a voter or the media requests to observe and inspect, without physical contact, the externally visible security seals, they must be allowed to do so as long as it does not interfere with the conduct of the elections or the privacy of any voter.
5. Reminder that the voting equipment and supplies must be kept in a secure location once they are deployed to the inspectors.
6. Reminder that the two person rule is applicable on Election Day. This means that there must be at least two people with the AccuVote and voted ballots from the time the AccuVote is prepared for election until the equipment and ballots are delivered to the collection center after the close of polls on election night.
7. Each polling place shall record any problems and issues with the voting equipment as reported by voters or observed by poll workers on the Polling Place Equipment Incident log. Forms will be in the AccuVote bag.
8. Each polling place will have a Lead Inspector, who will be assigned the AccuVote unit, the AutoMARK ballots and who will have the responsibility for contacting the facility for the key or opening instructions. All workers are expected to work cooperatively with the goal of the best voter service possible.

ELIGIBILITY OF VOTERS

October 20, 2008 is the last day on which a voter may register (or re-register) to vote for the November 4th Election.



A voter moving **ON** or **BEFORE** October 20th must re-register and vote in the precinct where he/she currently resides. If the voter fails to re-register, he/she may vote a provisional ballot in the new precinct.

A voter moving **AFTER** October 20th can legally vote in the precinct from which he/she has just moved, even if he/she has moved out of this county. They can also vote provisionally in their new precinct (within the same county). The voter will appear on the precinct roster for their old precinct and must be allowed to vote.

INSTRUCTIONS FOR INSPECTORS

1. BEFORE ELECTION DAY:

A. CHECK THE ELECTION SUPPLIES:

The Supply Tub, the AccuVote (if you are a lead inspector) and ballots will be picked up by the inspectors at locations throughout the county.

1. INVENTORY the supplies by November 1st.
 - a. REFER to **SUPPLY BOX CONTENTS LIST & ENVELOPES** in the supply tub.
 - b. MARK off each item as you find it.
2. CHECK the ballots (by type, if applicable) for correct information.

You will receive two kinds of AccuVote ballots: Precinct and Provisional.
Lead Inspectors will also receive AutoMARK ballots.

The Precinct Numbers and ballot types on the AccuVote Ballots and the ballot types on the AutoMARK ballots **MUST** agree with the information in your Combined Roster-Index.

Poll Ballots are padded in 50's and Provisional ballots are padded in 10's. Compare the number of ballots received to the ballot quantity worksheets to ensure you have the correct number of ballots. **DO NOT OPEN THE PLASTIC WRAP!**

3. IMMEDIATELY REPORT any discrepancies or missing items to the Elections Office.
4. STORE all supplies in a secure location inside your home and safeguard against unwarranted access.

B. CHECK IN WITH YOUR PRECINCT ASSISTANT.

You will receive the name & contact information.
Your Precinct Assistant also has your name and phone number.



C. UPDATE THE ROSTER-INDEX

1. An updated Vote-by-Mail Voter list will be mailed to you on October 30th and will include names of all voters issued vote-by-mail ballots **AFTER** the rosters were printed. USING this list, MARK a red "VBM" in the signature space for each voter appearing on the list.
2. Also, using this updated Vote-by-Mail List, DRAW a red line through the names of these voters on the **OUTSIDE INDEX** which says MARKED. Voters who were issued vote-by-mail ballots prior to the rosters being printed will already be lined out.

3. PLACE the Vote-by-Mail Voter list into your Supply Tub in case you need to refer to it on Election Day.
4. INSERT the colored "Late Registrant" list (if you received one) BEHIND the first alpha list. This list will also be mailed to you, along with the updated Vote-by-Mail list and contains the names of those voters who registered after the rosters were printed.

D. PREPARE BALLOT STATEMENTS:

1. POLL BALLOTS:

WRITE the TOTAL NUMBER of poll ballots received on Line #1 on the Poll Ballot Statement. (This information is on the Poll Ballot Quantity Worksheet.)

PLACE the Poll Ballot Statement and Poll Ballot Quantity Worksheet back in the Supply Tub.

2. PROVISIONAL BALLOTS:

WRITE the total number of provisional ballots received on Line #1 on the Provisional Ballot Statement in the back of the Provisional Roster located in your Blue Bag. (This information is on the Provisional Ballot Quantity Worksheet.) Place the provisional roster back in the Blue Bag.

E. FOR LEAD INSPECTORS ONLY

1. STORE your AccuVote unit in a secure location inside your home to protect against temperature changes and unwarranted access.
2. AUTOMARK BALLOTS Only Lead Inspectors will receive AutoMARK ballots. You may receive more AutoMARK ballot types than are in your roster because you will have AutoMARK ballots for your entire polling place.

WRITE total number of AutoMARK ballots received on Line #1 on the AutoMARK Ballot Statement. (This information is on the AutoMARK Ballot Quantity Worksheet.)

PLACE the AutoMARK Ballot Statement and ballots in the Supply Tub.

3. CHECK with the polling place the week before the election to ensure access on Election Day and the day before.

CONDUCT an "on-site" visit the week before the election if you are not familiar with the location.

4. CHECK electrical outlet locations to determine where to plug in the AccuVote and/or AutoMARK Units.
5. Contact the other inspectors in your polling place to plan when to set up the polling place the afternoon before the election and what time to be there election morning.

F. ALL INSPECTORS: CHECK WITH YOUR BOARD MEMBERS:

1. CONTACT all members of your precinct board a week prior to the election.



2. INFORM them of the following:

- a. When to meet you Monday to set up the polling place (if their help is needed to do this)
- b. What time to arrive at the polling place on election morning (no later than 6:30 am).
- c. What to do for meals, if necessary.

3. ASK them if they have any special needs for Election Day (i.e. day care pickup, sitting or standing restrictions, etc).

G. THE AFTERNOON BEFORE THE ELECTION:

1. CHECK that the equipment has been delivered to the polling place:

- a. Black Ballot Box for AccuVote Unit
- b. AutoMARK Unit, one per polling place
- c. Accessible and regular Voting Booths



2. SET UP as much equipment as possible that afternoon to make election morning run more smoothly. See instructions pertaining to your assigned polling place for supplies and set up restrictions.



DO NOT LEAVE THE ROSTERS, THE BALLOTS OR THE ACCUVOTE UNIT AT THE POLLING PLACE!

H. PLAN A TENTATIVE SCHEDULE FOR ELECTION DAY:

1. PLAN periodic job rotations.
2. SCHEDULE lunch/dinner breaks (approximately 45 minutes to an hour EACH for lunch and dinner).

Take into consideration worker's special needs (for example: day care pickup, medication, etc.) BUT MAKE SURE ALL WORKERS ARE BACK FROM DINNER NO LATER THAN 5:00 P.M.

3. PLAN for the Provisional Clerk, Voting System Clerk, if assigned, and Voter Assistance Clerk(s), if there is one (or two) in your facility, and where those workers will be located.



I. FOR NON-ADOPT-A-POLL INSPECTORS ONLY:

1. If there are any precinct worker changes on your board, you will receive notification as the changes are made.
2. Some workers will be serving half-shifts, from 6am to 2pm or 2pm to closing (9-10pm)

**CALL the Elections Office at 781-5236,
OR
1-800-834-4636 ext. 5236
OR email:
precinctworker@co.slo.ca.us
TO REPORT ANY PROBLEMS
OR FOR ANY QUESTIONS.**

**2. ELECTION MORNING
SETTING UP THE POLLING PLACE:**

Assign the following opening tasks to different workers to be completed before the polls open.

A. SET UP THE ACCUVOTE UNIT:



DO THIS FIRST AND FOLLOW THE WHOLE PROCEDURE

1. FOLLOW the instructions on the information included with the AccuVote unit and/or in the AccuVote Section of this manual.
2. CALL THE ELECTIONS OFFICE IMMEDIATELY IF THE UNIT FAILS TO FUNCTION PROPERLY. The phone number is listed in the large box above.



LEAD INSPECTOR: the Voting System Clerk, if one is assigned to your precinct, will prepare the AutoMARK Unit and will need the supplies you have in your Supply Tub. Otherwise, delegate a worker to set up the materials & to follow the procedure in the AutoMARK section of this manual or the green manual included with the AutoMARK unit.

B. POST/PUT OUT ALL OUTSIDE INFORMATION (see information on Supply Envelopes):

1. HANG two outside indexes right outside the polling place door or as near the front entrance of the poll as possible.
2. HANG the flag, with the union jack (blue field with white stars) in the upper left-hand corner, outside the polling place.



C. VOTING BOOTHS:

1. ARRANGE the voting booths for privacy for each voter.
 - a. ACCOMMODATE voters' requests for additional privacy to the best of your ability.
 - b. PLACE all booths together in locations where multiple precincts share the same AccuVote unit.
 - c. POST "Voting Instructions" and all necessary information in each voting booth, unless already posted.



2. CLIP ballot marking pens to each booth.

D. POST ALL INSIDE INFORMATION THROUGHOUT THE POLLING PLACE (see information on Supply Envelopes and Supply List):

E. ARRANGE THE PRECINCT TABLE:

1. LAY OUT all other materials needed at the table. SEE the sample table layout on Page 8.
2. ARRANGE the materials needed for the Provisional Clerk.
Set up and seal the Blue Bag according to the instructions located inside the bag.
Place vote-by-mail and provisional tally sheets on top of the Blue Bag.
3. REMOVE one pack of ballots. Always begin with the lowest serial number (for each ballot type if applicable) from the shrink wrapped packages.
 - a. OPEN one pack of ballots (for each ballot type if applicable.)
 - b. CHECK that the perforations are in the correct location on the ballots (separating the stub from the ballot at the top). CALL if the perforations are not correct.
 - c. USING the Sample Ballot booklet(s) as a comparison, double check that the ballot(s) sent with your supplies match(es) the ballot pages in the booklet(s). CHECK ALL ballots (including different types, if applicable) in the same way.
 - d. REPEAT the procedure for the provisional ballots.
 - e. AutoMARK ballots have been issued for all ballot types in the precinct. VERIFY the information against ALL Sample Ballot booklets for ALL precincts in the polling



place. CHECK with your precinct assistant or the Elections Office if you have questions.



Even if you have already checked for accuracy, if a voter brings an error to your attention, call the elections office immediately.

F. SIGN, AND HAVE EACH PRECINCT WORKER SIGN, THE DECLARATION OF ELECTION OFFICERS FOUND ON THE INSIDE FRONT COVER OF THE COMBINED ROSTER-INDEX.

G. LAST MINUTE CHECK:

1. Are the AccuVote and AutoMARK Units ready to accept ballots?

2. Is the AutoMARK privacy screen set up?

3. Has the tamper-evident seal on the AccuVote been verified and the Certificate completed?

4. Is the Blue Bag put together and sealed?

5. Is all information posted?

6. Do all the workers know:

a. Their assigned tasks to begin the day?

b. Who the Provisional Clerk is and which voters are referred to this person?

c. Who to ask if there are special circumstances or where to look to solve extraordinary situations as they occur?

d. What the information in the signature space means?

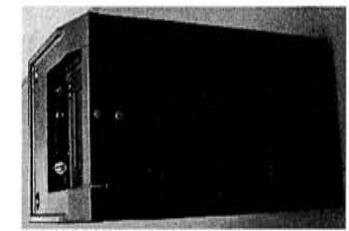
e. The importance of ballot type, if applicable? Where to find that information?

f. Which voters to direct to the Voting System Clerk?

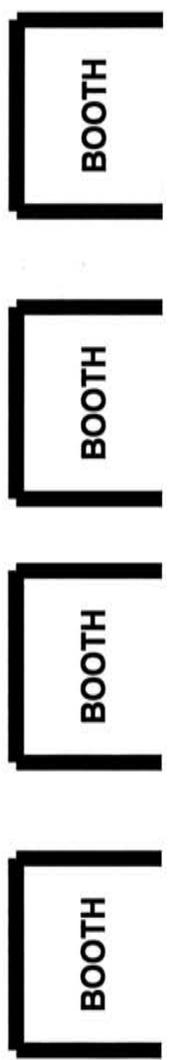
g. Which ballots are to be placed in the Blue Bag?



SUGGESTED POLLING PLACE SETUP



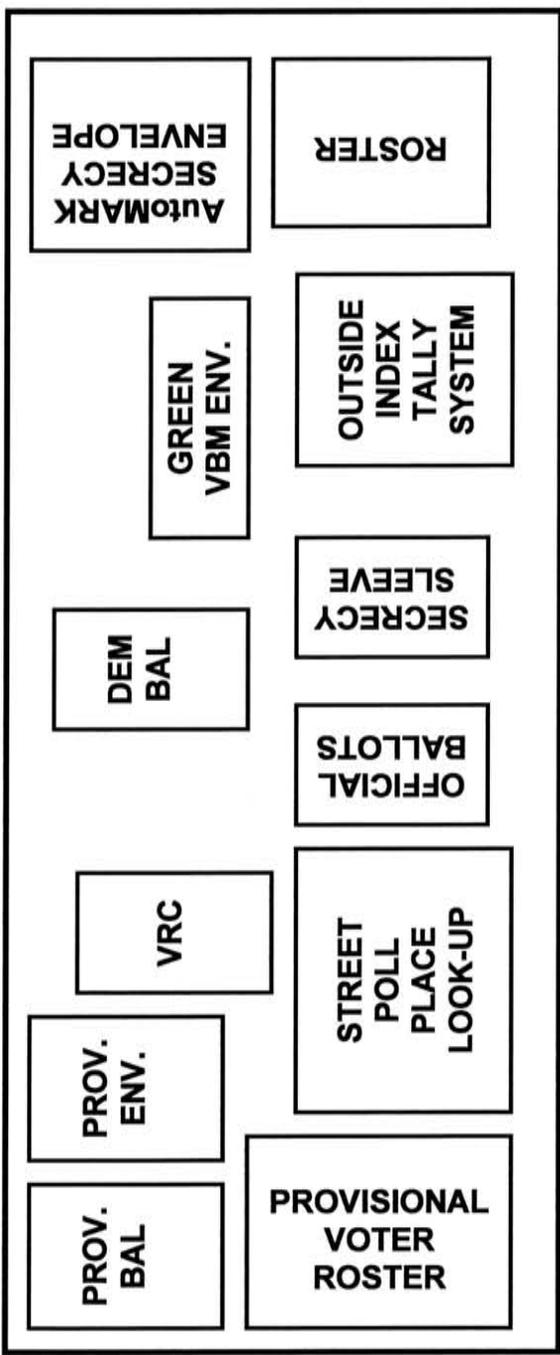
ACCUVOTE CLERK



VOTES IN BOOTH
 FEEDS BALLOT INTO ACCUVOTE UNIT AND DEPARTS

VOTER ENTERS POLL

RECEIVES DEMONSTRATION AND BALLOT
 ANNOUNCES NAME AND ADDRESS; SIGNS ROSTER



PROV. VOTERS RECEIVE BALLOTS HERE

ROSTER CLERK: SIGNS IN VOTER

TALLY CLERK: RECORDS TALLY NUMBER

SEE DETAILED JOB DESCRIPTIONS IN MANUAL

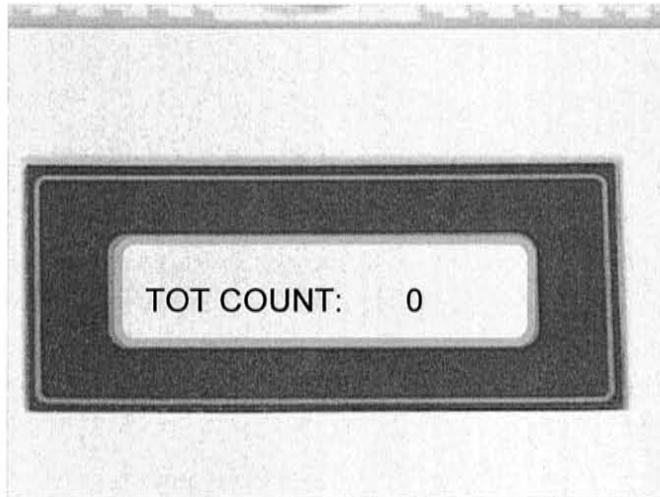
BALLOT CLERK: ISSUES VOTER BALLOT

3. OPENING THE POLLS:

YOU ARE NOW READY TO COMMENCE THE VOTING PROCESS

OPEN the polls promptly at 7 a.m.

SHOW the **zero count** (LCD counter) to the first voter who will verify the ZERO COUNT.



PROCLAIM ALOUD:

The Polls Are Now Open



4. ELECTION DAY PROCEDURES FOR EACH JOB DESCRIPTION:

This section contains job descriptions for all workers processing voters, issuing ballots, the Voting System Clerk and the AccuVote Clerk. These procedures are for the typical voter. Special Circumstances are covered in the "What If" and the Provisional Manual sections of this manual



The declaration on the inside front cover of the Roster-Index must be signed BY ALL WORKERS before anyone begins serving as a precinct worker. Make sure all workers sign in at the beginning of their shift. All workers must sign the payroll sheet, even if they are Adopt-A-Poll workers. These signatures are legally required.

ROSTER CLERK:

RESPONSIBLE FOR:

- Locating the voter, verifying the address given by the voter, and having voter sign the roster.
- Making sure the ballot clerk knows the correct ballot (by ballot type, if applicable) to issue to the voter.
- Processing voters with special needs who wish to vote on the AutoMARK Voter Assist Terminal.

GENERAL DUTIES

- A. GREET voter; ask for name and address - voter must give the Roster Clerk both pieces of this information. IF voter has a sample ballot or voter notification card with his/her name and **residence address**, the voter may use that instead of saying the information out loud.
- B. LOCATE voter's name in roster (look in Active, Late Registrant and Inactive Rosters).
 1. IF the voter is in the Active roster, lives at the same address and has no "VOTE-BY-MAIL VOTER" or "ID REQUIRED" notations on the signature line, proceed to Step C.
 2. IF the voter is in the Inactive roster and still lives at the same address, have the voter read the oath at the top of the page on which they are listed, then proceed to Step C.
 3. IF there is an "ID REQUIRED" in the signature space, the voter will need to provide identification.

The list of acceptable ID is on the pink provisional sheet titled: "PROVISIONAL VOTER INFORMATION". (You should have received this pad from the Provisional Specialist.) Once the identification is provided, proceed to Step C. The list of acceptable ID is also in this manual, page 22.

If the voter has no identification, he/she will need to vote a provisional ballot. Mark the reason the voter has to vote a provisional ballot on the "Provisional Voter Information Sheet" (from Envelope No. 2) and hand it to him/her and refer them to the Provisional Specialist.

4. If a Vote-by-Mail voter wants to vote a regular ballot at the polls, they must surrender their Vote-by-Mail ballot (VBM) in its ID Envelope.

Once surrendered, write SURRENDERED on the side of the envelope where the voter signs and place it in Envelope No. 5. Cross out the Vote-by-Mail voter in the signature line, have them sign and continue to Step D.

If the voter has a VBM ballot, but no ID envelope, give them a green ID envelope, have them fill it out completely and legibly, have them surrender it, (see above information) then proceed as above.

If they are a VBM voter and have no ballot to surrender, they must vote provisionally. Mark the reason the voter has to vote a provisional ballot on the "Provisional Voter Information Sheet" (from Envelope No. 2) and hand it to him/her. Refer to the Provisional Specialist.

- C. ASK voter to sign roster. REMINDER: A signature stamp may be used and no witness is needed.
- D. TELL TALLY CLERK voter's Roster Line Number, so they can complete the Outside Index Tally Sheet for the current hour.
- E. PUT a check at the end of voter's line
- F. TELL THE BALLOT CLERK the correct ballot type, if applicable.
- G. If voter wishes to use the AutoMARK unit, GIVE voter a completed (precinct number and ballot type) Secrecy Envelope and DIRECT voter to the Voting System Clerk.



NOTE: ALWAYS ASK the Inspector if you have questions about how to proceed. For more information on exceptions to the standard procedure see the Provisional Ballot Section starting on page 34.

TALLY CLERK:

(This role may be filled by the BALLOT CLERK or the ROSTER CLERK if necessary)

RESPONSIBLE FOR:

- Maintaining the outside index tally system, tally sheet, and tracking spoiled ballots.

GENERAL DUTIES:

- A. RECORD the roster line number given to you by the ROSTER CLERK on the "Outside Index Tally System Worksheet" for the current hour. This worksheet has two important uses:
 1. to update the outside index every hour up to and including 6 pm.
 2. to balance with Tally Sheet and AccuVote totals throughout the day to keep track of voters and ballots issued.
- B. Mark one number on the Tally Sheet for each voter who signs the roster. This tally sheet is numerical so you would mark off 1 for the first voter of the day, 2 for the second voter and so on.
- C. KEEP TRACK of spoiled ballots on the "SPOILED BALLOTS" column of the Tally Sheet.

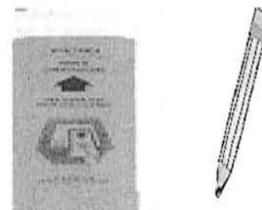
BALLOT CLERK:

RESPONSIBLE FOR:

- Issuing the correct ballot type (if applicable) and a secrecy sleeve to the voter.
- Demonstrating the proper way to mark the ballot and use the secrecy sleeve, if necessary.

GENERAL DUTIES:

- A. REMOVE the ballot from stapled ballot pad. The ROSTER CLERK will tell you which ballot type to issue, if necessary.
To remove ballot, tear along perforated line in an "L" shape, leaving county stub on pad.
- B. INSTRUCT voter, if necessary, on how to complete ballot.
- C. SLIDE ballot into secrecy sleeve.
- D. GIVE ballot to voter.
- E. DIRECT the voter to an empty voting booth, when available.
- F. COORDINATE with the ACCUVOTE CLERK to ensure that you have secrecy sleeves for the ballots.



COORDINATE with the ROSTER CLERK to re-issue another ballot to a voter if he/she has spoiled one (make sure the voter is in your precinct) and issue a second (or third) ballot.

ACCUVOTE CLERK:

RESPONSIBLE FOR:

- Assisting voters as they feed their ballots through the AccuVote unit.
- Monitoring the operation of the AccuVote unit.
- Handing out “*I Voted*” stickers.
- Displaying the external seals on the AccuVote unit for the public or media if they request it. This activity cannot interfere with the conduct of the election or the privacy of any voter and the observer may not touch the seals.
- **REFER to the AccuVote Manual (p. 41) for specific instructions.**

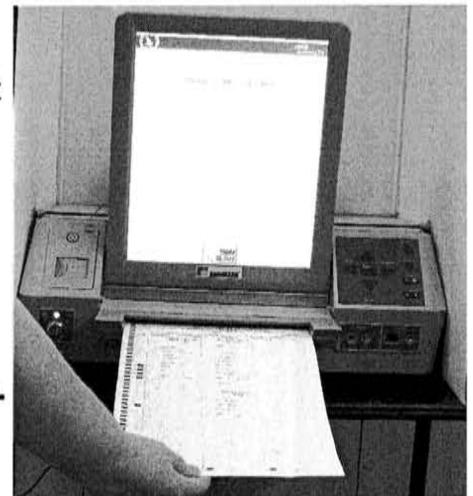


VOTING SYSTEM CLERK or VOTING SYSTEM SPECIALIST:

The Voting System Clerk may be appointed by the County Clerk or may be one of the available workers, but in any case at least one worker should be familiar with the AutoMARK Voter Assist Terminal.

RESPONSIBLE FOR:

- Processing voters who wish to use the AutoMARK Voter Assist Terminal.
- Verifying the accuracy of the ballots before the polls open.
- Verifying that the machine is operational.
- **REFER to the AutoMARK Manual (p. 55) for specific duties.**



OTHER TASKS TO BE COMPLETED PERIODICALLY THROUGHOUT THE DAY: (May be done by any available worker)

- A. UPDATE one outside index (the one with the red information which was marked prior to Election Day) at the top of each hour up to and including 6pm, by drawing a line through the name of each person who has voted that hour using the Outside Index Tally Worksheet.

BOTH indexes must hang outside AT ALL TIMES, EXCEPT when one index is removed while doing the update.

- B. CHECK empty voting booths after each voter for pens & anything other than the required posted information that may have been left behind.

5. CLOSING THE POLLS:

ANNOUNCE ALOUD PROMPTLY at 8:00 p.m.

THE POLLS ARE NOW CLOSED



IDENTIFY THE LAST VOTER IN LINE

Any voter who is in line or in the building at the polling place at 8 pm must be allowed to vote.

POST a precinct board member behind the last voter in line to ensure that no one who arrives after 8 p.m. votes.

BEGIN the process of closing the polls once all eligible voters have voted and their ballots have been fed through the AccuVote Unit.

- A. ALL BOARD MEMBERS PRESENT AT CLOSING MUST SIGN ALL REQUIRED SEALS, FORMS AND TAPES!

This signature requirement does not pertain to partial shift workers who are not present at closing.



- B. CLOSING THE POLLS IS OPEN TO PUBLIC VIEW

1. No one may interfere with the Precinct Board in the performance of its duties.

2. **No one except a precinct board member or a precinct assistant is allowed to handle any ballot!**

C. ENSURE ALL STATEMENTS AND SEALS ARE COMPLETED AND SIGNED:

1. DECLARATION on the INSIDE FRONT COVER of the ROSTER-INDEX (All workers serving on election day)
2. PAYROLL sheet (All workers serving on Election Day)
3. CLOSING CERTIFICATE on the INSIDE BACK COVER OF THE ROSTER-INDEX. (Workers present at closing)
4. SEAL(S) for CONTAINER(S) FOR VOTED BALLOTS (Workers present at closing)
5. SEAL for ENVELOPE NO. 5 (Workers present at closing)
6. BOTTOM of "POLL BALLOT STATEMENT/CERTIFICATE OF PACKAGING AND SEALING" Form (Workers present at closing)
7. AccuVote TAPES (2 Closing Tapes & Audit Report) See below.



D. ASSIGN CLOSING TASKS:

TWO WORKERS:

CLOSE the AccuVote Unit following instructions in the AccuVote Manual.



DO THIS FIRST AND FOLLOW THE WHOLE PROCEDURE

ONE WORKER:

MOVES the unused ballots to one side, and LAYS OUT the following items (from the Supply Tub), if they are not already out:

1. Envelope No. 4
2. Envelope No. 5
3. Seal for Envelope No. 5
4. Poll Ballot Statement & Certificate of Packaging and Sealing" form
5. Self-addressed, stamped envelope



6. Signed Payroll Sheet

ONE WORKER:

GIVES the AccuVote Team:

1. Envelope No. 3 for write in ballots
2. Box(es) in which the ballots were shipped (now the Container(s) for Voted Ballots)
3. Seal(s) for Container(s) for Voted Ballots

ONE WORKER:

1. CLEANS up voting booth area BUT
 - a. Leaves the signs in the voting booths
 - b. Leaves the voting booths up
2. REMOVES all posted information from both the outside and inside of the polling place, including the flag and Outside Indexes.
3. PLACES the Outside Indexes in Envelope No. 4.
4. RETURNS all other supplies neatly to the Supply Tub. See the list of supplies on the inside top of the precinct supply tub
5. PLACES the AutoMARK Ballot Statement in Envelope No. 2, (if necessary).

E. INSPECTOR OR ANOTHER WORKER: COMPLETE THE POLL BALLOT STATEMENT:



NOTE: The purpose of completing this form on election night is to ensure that the number of voters who signed the roster equals the number of ballots that were voted (those that went through the AccuVote plus the non-processed and AutoMARK ballots). If these numbers do not match you may have information about a situation that happened on Election Day that explains the difference, i.e. a voter signed the roster but left without voting, a provisional voter signed the regular roster, etc). As part of the canvass, the elections staff duplicates this balancing procedure so any information you can provide about such situations will be helpful.

1. ENTER the total number of voters for your precinct from the Tally Sheet on Line 2 of the Ballot Statement.
2. ENTER the total number of voters for your precinct from the AccuVote Tape on Line 3a of the Ballot Statement.

3. ENTER the total number of non-processed ballots (from the side bin of the black ballot box) for your precinct on Line 3b. Make sure the non-processed ballots for your precinct are placed in Envelope No. 2.
4. ENTER the total number of AutoMARK ballots (from the side bin of the black ballot box) for your precinct on Line 3c. Place these ballots in Envelope No. 2.
5. ADD Lines 3(a), 3(b) and 3(c). Write the total on Line 3.
 - a. IF the total on Line 3 matches Line 2, DO NOT count the roster signatures.
 - b. IF the totals don't match, have one worker COUNT the roster signatures. If this count is different than the tally number, enter it on line 2 and use when comparing to line 3, below.
6. Compare the totals on Lines 2 and 3. Enter the difference, if any, on Line 4 and EXPLAIN, as best you can, any difference in the space below Line 6.

F. ACCOUNT FOR SPOILED AND UNUSED BALLOTS:

1. COUNT AND REPLACE the spoiled ballots in Envelope No. 5; WRITE the number on Line 5 of the Ballot Statement.
2. CALCULATE the number of unused poll ballots:



Note: This task is an important step in providing information necessary for the required ballot balancing completed during the canvass. The elections staff must reconcile the number of ballots printed for your precinct to the number voted and the number unused. If this information is not completed correctly, the elections staff must go through the unused ballots from every precinct before the election can be certified.

- a. RECORD the next ballot number to be used (for each ballot type, if applicable) on the Poll Ballot Quantity Worksheet.
- b. FOLLOW the instructions on the Poll Ballot Quantity Worksheet to determine the number of unused ballots.
- c. ENTER the total on Line 6.
3. PLACE the unopened, unused ballots (those still in plastic shrink wrap) in your Supply Tub.
4. PLACE the opened unused ballots - both AutoMARK (if you are a Lead Inspector) and AccuVote - in Envelope No. 5.
5. PLACE the stubs from the issued pads of ballots in Envelope No. 5.
6. RECEIVE the unused Provisional Ballots from the Provisional Clerk and PLACE in Envelope No. 5.

G. SEAL ENVELOPE NO. 5.

1. PLACE the completed and signed seal on Envelope No. 5 so that it cannot be opened without tearing the seal.
2. PLACE Envelope No. 5 in the Supply Tub.

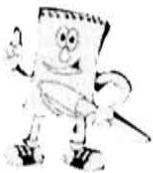
H. ONCE ALL THE NUMBERS ARE COMPLETED AND ANY INFORMATION ABOUT THE DIFFERENCE BETWEEN LINES 2 AND 3, IF ANY, IS NOTED, THE BALLOT STATEMENT IS COMPLETED. YOU DO NOT NEED TO DO ANY FURTHER BALANCING.

I. PLACE THE WHITE COPY of "Poll Ballot Statement" in the self-addressed, postage paid envelope provided and mail it election night.

J. PLACE the duplicate yellow copy of "Poll Ballot Statement" in Envelope No. 4.

K. ENSURE THAT THE FOLLOWING PROCEDURES HAVE BEEN COMPLETED:

1. AccuVote team has completed the AccuVote procedure and posted the AccuVote tape outside on the door to the polling place.
2. Container(s) for Voted Ballots (if necessary for your precinct) is sealed and ready to be delivered to the REGIONAL/CENTRAL COLLECTION CENTER.
3. Provisional Clerk has completed all procedures and that the information on Envelope No. 2 is completed.
4. All Ballot Statements (poll, provisional and AutoMARK, if you are the lead inspector) are completed and in their appropriate envelopes.
5. All envelopes that require information have been completed.
6. The AutoMARK unit has been shut down and the supplies (headset, etc) have been put back in the plastic bag and placed in the Precinct Supply Tub
7. All voted Vote-by-Mail and provisional ballots for your precinct have been placed in the Blue Bag and the bag is sealed and ready to be delivered to the REGIONAL/CENTRAL COLLECTION CENTER.



**DO NOT UNDER ANY CIRCUMSTANCES OPEN THE BLUE BAG
IT MUST REMAIN LOCKED FOR DELIVERY TO THE REGIONAL/CENTRAL
COLLECTION CENTER.**

L. CHECK ALL ENVELOPES TO ENSURE:

1. Envelope No. 2 contains:
 - a. Completed Voter Registration cards (if any)



- b. Non-processed Ballots (if any for your precinct)
- c. Voted AutoMARK Ballots (if any for your precinct)
- d. AutoMARK Ballot Statement (if you are the Lead Inspector)
- e. Completed Voting Equipment Incident Report Forms (if any)
- f. Provisional Ballot Quantity Worksheet
- g. Provisional Roster (including Provisional Ballot Statement)
- h. Tally Sheet for Provisional & Returned Voted Vote-by-Mail Ballots

2. Envelope No. 3 contains:

Write-in Ballots (if any for your precinct). Write-in Ballots will be found in the right-hand bin at the back of the black ballot box.

3. Envelope No. 4 contains:

- a. AccuVote tapes (if you are the Lead Inspector) containing:
 - 1. Summary Reports (Opening & Closing Reports)
 - 2. Audit Report tape
- b. Combined Roster-Index
- c. Outside Index Tally System
- d. Payroll
- e. Poll Ballot Quantity Worksheet
- f. Two Outside Indexes
- g. Yellow copy of Poll Ballot Statement



4. Envelope No. 5 **STAYS AT THE POLLING PLACE** and contains:

- a. Spoiled and Unused, Unwrapped AutoMARK Ballots (if you are the Lead Inspector)
- b. Spoiled AccuVote Ballots (Poll and Provisional)
- c. Stubs from issued AccuVote Ballots (Poll and Provisional)
- d. Stubs from issued AutoMARK ballots (if you are the Lead Inspector)
- e. Surrendered Vote-by-Mail Ballots
- f. Unused, Unwrapped AccuVote ballots (Poll and Provisional)

VERIFY Envelope 5 has been SEALED and PLACED in the Supply Tub.

M. ENSURE THAT THE FOLLOWING HAVE BEEN PLACED IN THE CANVAS BAG:

1. Envelope No. 2
2. Envelope No. 3
3. Envelope No. 4
4. Sealed Container(s) for Voted Ballots
(if necessary for your precinct)



N. DELIVER the following items to the Regional/Central Collection Center:

(Inspector and one other board member MUST RIDE IN THE SAME VEHICLE.)

1. RECEIPT FOR PRECINCT SUPPLIES
(Have this in your hand.)
2. Blue Bag
3. Canvas Bag
4. AccuVote unit (if you are the Lead Inspector)



IMPORTANT NOTE: Before you leave the polling place verify that you have all the items that are listed above for return to the Collection Center. These contain voted ballots and the election returns and must be returned to the election office on Election night so they can be secured against any tampering. It is in this way that the integrity of the election can be protected. If any of these items are left at the polling, either two of you or two members of the elections staff must return to retrieve them Election night.

6. WHAT TO LEAVE AT THE POLLING PLACE:

- A. Black Ballot Box
- B. AutoMARK Voter Assist Terminal
- C. The Precinct Supply Tub, including Envelope No. 5
- E. Voting Booths (Leave standing with instructions intact)

REGIONAL COLLECTION CENTERS

COLLECTION LOCATION	CONSOLIDATED PRECINCTS
Special Events Center, Fairgrounds 2198 Riverside Ave Paso Robles	101,102,103,104,105,106,107,108,109,110,111 112,113,114,115,116,117,118,119,120,121, 517
North County Clerk-Recorder's Office 5955 Capistrano Ave #B Atascadero	122,123,124,125 ,501,502,503,504,505,506,507 508,509,510,511,512,513,514,515,516,518,519
First Christian Church 2050 Ironwood Ave Morro Bay	201,202,203,204,205,206,207,208,209,210,211 212,213,214,215,216,217,218,219,220,221,222 223
County Clerk-Recorder's Office 1055 Monterey St #D120 San Luis Obispo	224,225,226,227,228,229,301,302,303,304,305 306,307,308,309,310,311,312,313,314,315,401 402,520,521,522,523,524,525,526,527
South County Regional Center 800 W Branch St Arroyo Grande	316,317,318,319,320,321,322,323,324,325,326 327,403,404,405,406,407,408,409,410,411,412 413,414,415,416,417,418,419,420,421,422,423 424,425,426,427,428,429



WHAT TO DO "IF"

Questions and Answers about Election Day Situations

FIRST TIME VOTERS

If you see the words "**ID REQUIRED**" in the voter's signature space: Voter must provide acceptable identification. Acceptable Identification is in two categories.

Photo Identification (must have the voter's **name & photo**, but an address is not necessary):

- Driver's license or identification card of any state
- A passport
- An employee identification card
- An identification card provided by a commercial establishment
- A credit or debit card
- A military identification card
- A student identification card
- A health club identification card
- An insurance plan identification card
- Any other document specified in writing by the Secretary of State that is prepared by a third party in the ordinary course of business that includes the photograph and name of the individual presenting it.

Any doubts regarding the sufficiency of identification presented shall be resolved in favor of the voter, permitting him/her to vote a regular ballot.

If the voter does not have **ANY** acceptable identification or does not wish to present any identification, the precinct worker shall treat him/her as a **PROVISIONAL VOTER**.

See pages 34-38 in this manual for further instructions on Provisional Voting.

Name & Address, dated AFTER the last General Election

Any one of the following documents, provided it includes the name and address of the individual presenting it, and is dated after the date of the last general election, **may be used**.

EXCEPTION: Permanent documents such as a pardon or discharge need not be dated

- Utility Bill
- Bank Statement
- Government check or Paycheck
- Document issued by a Government Agency
- Sample Ballot
- Voter Notification Card
- Public Housing Identification Card
- Lease or Rental Statement or Agreement
- Student Identification Card
- Tuition Statement or Bill
- Insurance Plan Card
- Discharge Certificate, Pardon or other official document issued to the voter in connection with the resolution of a criminal case, indictment, sentence or other matter
- Senior Citizen Discount Card issued by public transportation authorities
- Identification documents issued by governmental disability agencies; homeless shelters or other temporary or transitional facilities
- Drug prescription issued by a doctor or health care provider
- Tax Return
- Property Tax Statement
- Vehicle registration/Certificate of Ownership

Any other document specified in writing by the Secretary of State that includes the name and address of the individual presenting it and is dated **AFTER** the last general election.

VOTE-BY-MAIL BALLOTS

All voters requesting Vote-by-Mail ballots will either have the words "VOTE-BY-MAIL" or a handwritten red VBM in their signature space on the Roster-Index

VOTE-BY-MAIL VOTER WISHES TO TURN IN VOTED BALLOT AT THE POLLS

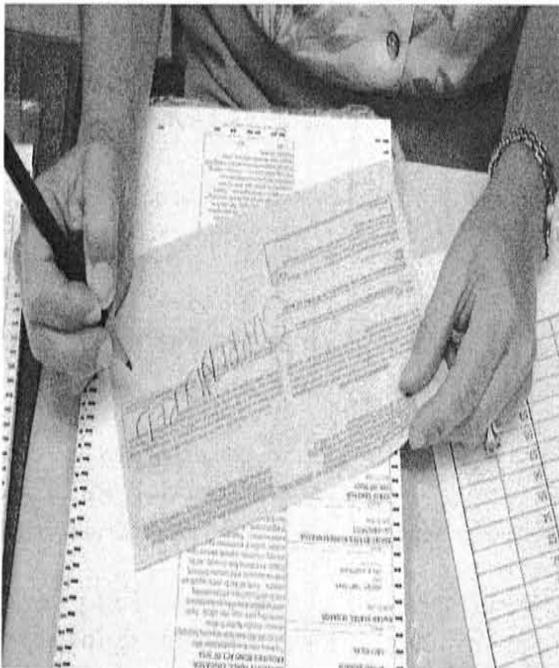
Voter Turns In Own Ballot:

If the voter wishes his/her voted Vote by Mail ballot to count, refer him/her to the Provisional Clerk.

VOTER RECEIVED VOTE-BY-MAIL BALLOT – WANTS TO VOTE AT POLLS

REMEMBER: You can ONLY issue a **REGULAR BALLOT** to a voter already listed as a Vote-by-Mail voter on your Roster-Index and ONLY if the voter surrenders the ballot. Otherwise send the voter to the Provisional Clerk.

Voter has Ballot to Surrender:



- A voter may surrender a Vote-by-Mail Ballot and vote at the polling place in the regular manner.
- **MAKE SURE** the ballot is in an ID envelope.
- **WRITE "SURRENDERED"** on the face of the envelope, the side with the voter's signature.
- **PLACE** the surrendered ballot in Envelope No. 5.
- **ASK** the voter to sign over the words "VOTE-BY-MAIL VOTER" or handwritten red information in the signature space.
- **PUT** a check at the end of the voter's line and tell the tally clerk the line number.

ALLOW voter to vote in the normal manner.

Voter Wants To Surrender Ballot But Has No ID Envelope:



- **GIVE** the Voter a Green ID envelope.
- **ASK** voter to place ballot in envelope and complete neatly the back of the envelope (name, residence address and signature).
- **WRITE "SURRENDERED"** on the envelope and proceed as instructed above.

Voter Has No Vote-by-Mail Ballot To Surrender:

- Voter must vote a Provisional Ballot. Refer voter to Provisional Clerk.

TYPES OF BALLOTS

In addition to Vote-by-Mail Ballots there are several other types of ballots you will be dealing with on election day. The processing of Spoiled Ballots, Write-In Ballots and Non-Processed Ballots are explained below.

SPOILED BALLOTS

IMPORTANT: If a voter allows his/her ballot to be deposited in the AccuVote Unit BEFORE indicating the ballot was spoiled, he/she MAY NOT be issued another ballot. Once the ballot is deposited into the system it CANNOT be retrieved or another ballot issued for ANY reason.

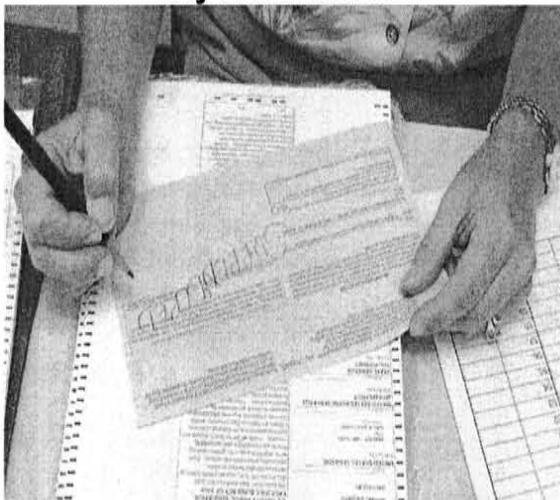
SPOILED

Voter Makes An Error On The Ballot
Requires a New Ballot



- If a voter accidentally mis-marks or otherwise spoils a ballot, he/she may turn in the spoiled ballot for a new one.
- **MAKE SURE** the voter resides in your precinct. Check the roster.
- **WRITE "SPOILED"** on the ballot and **PLACE** it in Envelope No. 5.
- **REMEMBER TO KEEP TRACK** of the spoiled ballots in the "Spoiled Ballot" column on the Voter Tally Sheet.
- A voter may **ONLY** receive up to three Ballots, including the original ballot.
- **REMINDER:** Election night, **WRITE** the spoiled ballot total on Line 5 of the Poll Ballot Statement.

Vote-by-Mail Voter Brings In A Spoiled Vote-by-Mail Ballot:

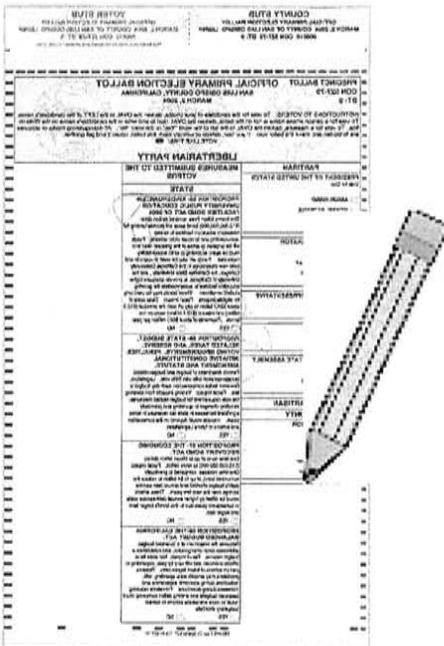


- A Voter must return a spoiled Vote-by-Mail ballot to his/her own voting precinct.
- This is a surrendered Vote by Mail Ballot; see the procedure above.
- If a voter returns a spoiled (or surrendered) Vote-by-Mail ballot to a precinct other than their own, they must vote a Provisional Ballot. Refer them to the Provisional Clerk.

TYPES OF BALLOTS, CONTINUED

WRITE-IN BALLOTS

Write-In Ballots:



- The "Qualified Write-in Candidates" list is mailed to each Inspector prior to the election. It must be available for voters to see.
- A voter may write in the name of any person for any office in the Write-in space provided at the end of each contest.
- Only Write-in votes for Qualified Write-in Candidates will be counted.
- The AccuVote unit will recognize properly marked Write-in votes and put them in the lower right hand bin (as you are looking at the BACK of the AccuVote unit).
- PLACE write-in ballots in Envelope No. 3 election night after the polls close.
- Valid Write-in votes are tallied by election staff after the election.

Non-Processed Ballots:



- A non-processed ballot is any VOTED ballot NOT accepted or ejected by the AccuVote unit.
- SEE the Troubleshooting section (pages 49-51) and the Closing Procedure (pages 52-54) of the AccuVote section of this manual for further information.
- PLACE non-processed ballots in the Auxiliary Bin on the side of the black ballot box during the day and in Envelope No. 2 for return to the Regional Collection Center election night.

AUTOMARK BALLOTS

The AutoMARK Voter Assist Terminal requires special ballots which will be processed by hand at the Election Office.



UNDER NO CIRCUMSTANCES SHOULD THESE BALLOTS BE RUN THROUGH THE ACCUVOTE UNIT. THEY WILL BE REJECTED AND MAY JAM THE MACHINE.

The Voting System Clerk will:	The voter will:
<ul style="list-style-type: none"> RECEIVE COMPLETED (Precinct Number and ballot type, if applicable) white Secrecy Envelopes from the Roster Clerk to insure the voter's privacy is maintained. 	<ul style="list-style-type: none"> INSERT the ballot card(s) into the AutoMARK, and VOTE them, unless the voter requests assistance.
<ul style="list-style-type: none"> EXPLAIN how to insert the ballots into the AutoMARK Unit. 	<ul style="list-style-type: none"> USE the headset and touchpad to scroll through the pages and make selections or make choices on the touchscreen.
<ul style="list-style-type: none"> REMOVE the stubs from all ballots prior to their being issued. 	<ul style="list-style-type: none"> REVIEW the ballot, make changes and mark the ballot
<ul style="list-style-type: none"> ISSUE ballots to all voters directed to use the AutoMARK Unit. 	<ul style="list-style-type: none"> CATCH the ballot in the Secrecy Envelope when ejected and PULL it from the AutoMARK, unless the voter requests assistance.
	<ul style="list-style-type: none"> SEAL the envelope and INSERT it into the Auxiliary Bin of the AccuVote Ballot Box, unless the voter requests assistance.

The AutoMARK section of this manual (pages 55-73) provides step-by-step instruction for all of the above situations and also includes setup and closing procedures, troubleshooting and tips on assisting the disabled.

PROBLEMS IN THE ROSTER-INDEX

IF:	THEN DO THE FOLLOWING:
<p>VOTER'S NAME IS IN INACTIVE ROSTER:</p> 	<ul style="list-style-type: none"> • If voter's name cannot be found in the front section of the Roster-Index, but is located in the section titled "Inactive Voters (for your precinct number)" follow the procedure listed on the sheet titled "Inactive Voter Roster" located right before the INACTIVE section of the Roster- Index. <p>Note: REMEMBER to count the signatures in the Inactive Voter Roster when you are counting roster signatures election night.</p>
<p>VOTER IS AT THE SAME ADDRESS BUT NAME IS CHANGED:</p> 	<ul style="list-style-type: none"> • ASK the voter sign his/her name as it was before the change and as it is at the time the person votes. • HAVE the voter indicate, by brackets, that the two names are the name of the same person. • GIVE the voter a new Voter Registration Card. It does not have to be completed at the polls but if it is, place the card in Envelope No. 2. Voters MUST complete a new VRC to change name.
<p>VOTER SIGNED ROSTER, BUT DOES NOT VOTE:</p> 	<ul style="list-style-type: none"> • LIST this voter's name on the Closing Certificate found on the inside back cover of the Roster-Index. • BE SURE TO CHECK the Closing Certificate when completing the closing procedure election night. This situation will cause you not to balance election night.
<p>VOTER LEAVES WITH BALLOT:</p> 	<ul style="list-style-type: none"> • LIST this voter's name on the Closing Certificate. • MAKE A NOTE on the Closing Certificate that a voter left with his/her ballot if you do not remember the voter's name. • BE SURE TO CHECK the Closing Certificate when completing the closing procedures election night. This situation will cause you not to balance election night.

CHALLENGING A VOTER

Any member of the Precinct Board may challenge a person's right to vote for any of the six reasons stated:



- That the voter is not the person whose name appears on the Roster of Active or Inactive Voters.
- That the voter is not a resident of the precinct, and does not intend to return to that residence.
- That the voter is not a citizen of the United States.
- That the voter has previously voted in this election either by Vote-by-Mail Ballot or at a polling place.
- That the voter is presently on parole for the conviction of a felony.
- That the voter is not 18 years of age at the time of this election.
- **CONSULT** the chart in your precinct supplies titled **"Challenged Vote Procedure"** OR your **"Election Officers Digest"** for details.

CHALLENGE LIST:

COMPLETE the information needed on the **Challenge List** (First page of Combined Roster-Index) for every voter challenged.

CORRECTIONS NEEDED IN THE ROSTER

IF:

Voter reports that there is OTHER incorrect information in the Roster of Active Voters such as spelling changes, duplication of names, family member no longer living at home, family member deceased, ETC.:



THEN DO THE FOLLOWING:

- **NOTE** the correct information above the voter's name in the roster or if there is not enough room, at the end of the Active Roster and include the name of the person who provided the information.

REMINDER: A voter must re-register if he/she has changed his/her name or address:

- **GIVE** the voter a new Voter Registration Card.
- It doesn't have to be completed at the polls but this is encouraged so the voter doesn't forget.
- **PLACE** the VRC in Envelope No. 2 if it is completed at the precinct.

MEETING VOTERS' SPECIAL NEEDS

Voters with special needs may mark their ballot by using the AutoMARK Voter Assist Terminal

VOTER INDICATES HE/SHE WISHES TO USE THE AUTOMARK UNIT TO MARK THE BALLOT:



DO YOUR BEST TO ACCOMMODATE VOTERS' REQUESTS, PROVIDING MINOR ASSISTANCE IF REQUESTED:

- **ISSUE** the voter an AutoMARK ballot with the stub **REMOVED**.

Voter will have already received a white secrecy envelope from the Roster Clerk with the precinct (and ballot type, if applicable) indicated.

- **DESCRIBE** how to insert the ballot into the unit and how to “catch” the ballot in the secrecy envelope after it has been marked.

MAKE SURE the voter is comfortably seated and that he/she understands how to scroll up and down and move back and forth between screens to make selections. **FOR FURTHER INFORMATION, SEE THE AUTOMARK SECTION (PAGES 55-73) OF THIS MANUAL**

- **DIRECT** the voter to the AccuVote Clerk to deposit the marked ballot into the Auxiliary Bin of the AccuVote Ballot Box.
- **DO NOT** attempt to feed or allow the voter to feed the AutoMARK Ballot into the AccuVote Unit.

VOTER UNABLE TO SIGN ROSTER

VOTER MUST SIGN ROSTER. IF THE VOTER IS UNABLE TO SIGN THE ROSTER, HE/SHE MUST MAKE HIS/HER MARK OR AFFIX HIS/HER SIGNATURE STAMP:

- The mark must be witnessed by another person.
- A precinct worker may serve as a witness.
- The witness must sign his/her name alongside the mark.
- A signature stamp **DOES NOT** require a witness to sign.

MEETING VOTERS' SPECIAL NEEDS, CONTINUED

VOTER REQUESTS ASSISTANCE

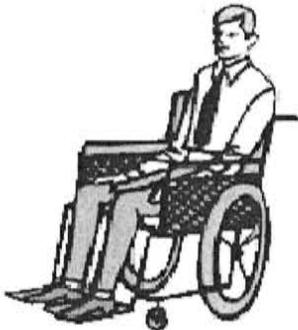


IF A VOTER REQUESTS ASSISTANCE:

- A voter may still request assistance in marking the ballot instead of using the AutoMARK Unit.
- The person(s) assisting cannot be the voter's employer, or an agent of the voter's employer, or an officer or agent of the voter's union.
- A Precinct Worker may also assist.
- PRINT the voter's name on the "Assisted Voters List", which is on the first page of the Roster of Active Voters.
- No signatures are required on the "Assisted Voters List."
- NOTE: Voters using the AutoMARK Unit will NOT be listed on the "Assisted Voters List".

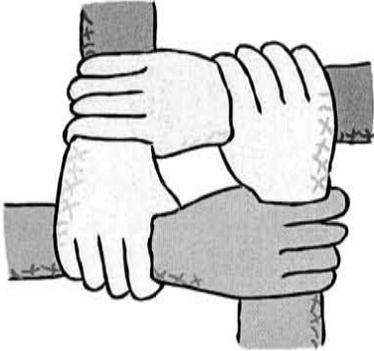
CURBSIDE VOTER

VOTER CANNOT ENTER THE POLLING PLACE:



- DETERMINE if the voter is eligible to vote by locating his/her name on the Combined Roster-Index. If the voter is not listed in your index, he/she may vote provisionally.
- TAKE the Roster-Index, pen, ballot, secrecy sleeve and anything else necessary to the voter. Do not take the AutoMARK or AccuVote Units. RETURN the roster to the precinct once the voter has signed it.
- ALLOW the voter sufficient time to mark the ballot.
- RETRIEVE the voted ballot, in its secrecy sleeve, and run it through the AccuVote unit OR follow the Provisional Procedures if voter was required to vote provisionally

MEETING VOTERS' SPECIAL NEEDS, CONTINUED



- BE CONSIDERATE of the extra time it might take for a person who is elderly or has a disability to get things done, and give unhurried attention to a person who has difficulty speaking.
- DO NOT be overly attentive or insist on giving more help than is needed or requested
- SPEAK DIRECTLY to the person who has a disability rather than to a companion who may be with the voter.
- SPEAK CALMLY, slowly and directly to a person with a hearing problem. Your facial expressions, gestures and body movements help in understanding. Do not shout or speak in a person's ear. If full understanding is doubtful, write a note to the person with a hearing problem.
- BEFORE ASSISTING a person in a wheelchair, ask if you may do so and how to proceed.
- GREET a person who is visually impaired by letting the person know who and where you are. Provide a guiding device such as a ruler or card for signing forms.
- BE AWARE that dogs who assist people with disabilities should be admitted into all buildings. Such dogs are highly trained and need no special care other than that provided by the owner.

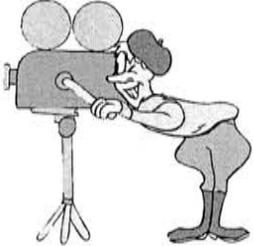
VOTERS WITH CHILDREN

A CHILD OR CHILDREN UNDER THE AGE OF 18 YEARS MAY ACCOMPANY A VOTER INTO THE VOTING BOOTH:

- The child or children must be under the voter's control at all times.



ACCIDENTS, EMERGENCIES AND PROBLEMS

<p>IF YOU NEED EMERGENCY ASSISTANCE:</p>	<ul style="list-style-type: none"> • For ambulance, police or fire DIAL 911 for immediate assistance.
<p>IF YOU HAVE A PROBLEM THAT IS NOT AN EMERGENCY:</p>	<ul style="list-style-type: none"> • CALL the Elections Office for assistance: 805-781-5236
<p>IF AN ACCIDENT HAS OCCURRED:</p>	<ul style="list-style-type: none"> • YOU MUST CALL the Elections Office immediately: 805-781-5236
<p>NEWS MEDIA:</p> 	<p>If you are contacted by any representative of the newspaper, radio or TV news media:</p> <ul style="list-style-type: none"> • You may give out any information available to the general public. • CALL the Elections Office at 805-781-5236 if you are unsure about what information to give out.
<p>PICTURES OR FILMING:</p> 	<p>If members of the media wish to take pictures at the polls, keep in mind the following:</p> <ul style="list-style-type: none"> • Their activities must not interfere with the voting process. • They may not be in the area of the voting booths. • Permission of the voters at the polls must be obtained before any picture taking or filming is done. • A new law prohibits ANYONE from filming voters entering or leaving a polling place for the purposes of intimidation.
<p>EXIT POLLING:</p> 	<p>Exit polling IS NOT electioneering.</p> <ul style="list-style-type: none"> • It is talking to a voter after the voter has voted and left the polling place about topics relating to the election. • All exit polling must be done at least 25 feet from the exit of the poll.

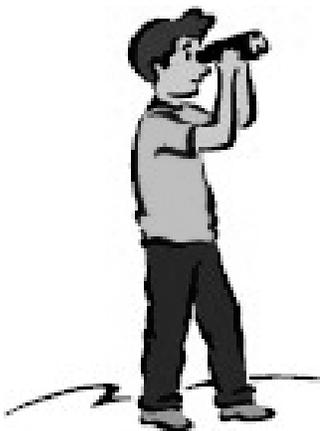
ACCIDENTS, EMERGENCIES AND PROBLEMS, CONTINUED

ELECTIONEERING:



- No person, on Election Day, shall, within 100 feet of the building within which the voting is taking place, do any of the activities defined as "Electioneering".
- Forms of electioneering include:
 1. Any campaigning within the polling place, whether verbal or wearing of buttons, badges, shirts, stickers on cars, etc.
 2. Any item with a political statement of candidates' names may not be displayed within 100 feet of the room in which voting takes place.
- Any person who violates these provisions is guilty of a misdemeanor.
- The law applies to **everyone** at the polling place. Please support the non-partisan atmosphere at the precinct by courteously reminding voters, to remove or cover any political buttons, hats or shirts they may be wearing and discouraging any verbal campaigning.

POLL WATCHERS:



Poll Watchers (usually people working for a candidate or a political party) have the following rights and limitations.

THEY MAY:

- Observe the proceedings at the polls **including the closing procedures.**
- Take information from the indexes posted near the entrance.

THEY MAY NOT:

- Be in the area of the voting booths or sit at the precinct workers' table.
- Monopolize the posted index so others are unable to use it.

Interfere with the election process in any way.

PROVISIONAL BALLOTS AND RETURNED VOTED VOTE-BY-MAIL BALLOTS

REMINDERS

• PROVISIONAL BALLOTS

- The **PROVISIONAL/VOTE-BY-MAIL BALLOT STATEMENT** is now on the next to the last page of the Provisional Roster, which will be in the Blue Bag. The Provisional Specialist and the Inspector will SIGN it after the polls close on Election night.
- The tally sheet is the back page of that roster
- TAPE the tally sheet to the top of the Blue Bag as a reminder to track both the returned Voted Vote-by-Mail ballots (see below) and the Provisional ballots as they are returned Election Day.
 - TALLY both types of ballots on the tally sheet before dropping them in the Blue Bag because there will be no access to the ballots once they are inside the bag.
- DO NOT OPEN THE BLUE BAG ONCE IT IS SEALED ELECTION MORNING, unless instructed to do so by the Elections Office or the Precinct Assistant.

• RETURNED VOTED VOTE-BY-MAIL BALLOTS

- The Provisional Specialist accepts RETURNED VOTED VOTE-BY-MAIL BALLOTS.
 - UNDERSTAND the difference between RETURNED VOTED VOTE-BY-MAIL BALLOTS and SURRENDERED VOTE-BY-MAIL BALLOTS. The complete definitions are in the Glossary in the Elections Procedure Manual.
 - SURRENDERED VOTE-BY-MAIL BALLOTS: A voter is returning his/her ballot so he/she can vote at the precinct. **This voter goes to the Roster Clerk.**
 - RETURNED VOTED VOTE-BY-MAIL BALLOTS: A voter is bringing in his/her completed ballot to be counted. These are the ballots you will accept, tally, and deposit in the Blue Bag.
- =====

BEFORE THE POLLS OPEN

In addition to the Blue Bag and its seal, you will receive the following supplies:

- Provisional Ballots
- Pink provisional envelopes
- Pink provisional roster
- Pink provisional information sheet titled, PROVISIONAL VOTER INFORMATION. KEEP one copy for your information and GIVE the pad to the Roster Clerk.
 - Each provisional voter will bring this sheet to you so you know why he/she is voting provisionally. The sheet is to be retained by the voter as it contains information on how to contact the elections office after the election to determine if the provisional ballot was counted.
- Voter registration cards
- Street Guide, also called Street Poll Place Look-up
- Green Vote-by-Mail Envelopes & Instructions (Give some envelopes to the Roster Clerk for Surrendered ballots without an envelope)

PROVISIONAL BALLOTS

Voters whose eligibility to vote cannot be determined will vote a Provisional Ballot.

MAKE SURE ALL REQUIRED INFORMATION HAS BEEN FILLED IN ON THE PROVISIONAL BALLOT ENVELOPE.

IF ANY OF THE FOLLOWING OCCUR:	THEN FOLLOW THESE INSTRUCTIONS:
<ol style="list-style-type: none"> 1. Voter's name is not on the Combined Roster-Index (on the Active, Late Registrant or Inactive list). 2. Voter's name is in the Combined Roster-Index but he/she no longer lives at the address listed: 3. Voter's name is in the Combined Roster-Index with either the preprinted words "VOTE-BY-MAIL VOTER" or handwritten red information in their signature space and the voter is unable to surrender the Vote-by-Mail Ballot: 4. Voter is a "First Time" Federal voter (the words "ID REQUIRED" appear in the voter's signature space) and he/she is unable to provide identification: 5. Voter claims to be registered with a different political party than is shown in the Combined Roster-Index (Primary Only.) 6. The elections office or a precinct assistant instructed you to issue a provisional ballot. 	<ul style="list-style-type: none"> • ENSURE the voter resides in your precinct. USE the Street Guide (also called the Street Poll Place Look Up) to verify the address is within the precinct boundaries • If the voter does not reside within your precinct, REFER the voter to the proper precinct to vote; • However, a voter who doesn't wish to go to their proper precinct to vote can still vote at your precinct. It is preferable that voters vote in the correct precinct to ensure that they vote for every contest to which they are entitled. If the voter insists on voting in your precinct, but does not reside within the precinct, REMIND them that they may not vote on all the issues they are entitled to vote on and NOTE on the Provisional Ballot Envelope that the voter insisted on voting in your precinct. • COMPLETE the Provisional Ballot Envelope (see pp. 37-38 for example): • REMIND the voter to complete the "Declaration" LEGIBLY and sign his/her name. If the information cannot be read or the envelope is not signed, the ballot will NOT be counted. CHECK for legibility BEFORE the voter leaves. • COMPLETE the Provisional Voter Roster page with the voter's name and residence address. • HAVE the Voter SIGN next to the address. • ISSUE the ballot (by ballot type, if applicable). • TRI-FOLD the ballot to fit the envelope and hand it to the voter. Instruct voter on how to complete the ballot, if necessary.



INSTRUCTIONS CONTINUED ON NEXT PAGE:



PROVISIONAL BALLOTS, CONTINUED

INSTRUCTIONS CONTINUED FROM PREVIOUS PAGE:



- REMIND voter to return the envelope to you NOT to the AccuVote unit. When the envelope is returned, VERIFY all information has been completed legibly one more time.
- PLACE the voted ballot, sealed in the completed Provisional Ballot Envelope, in the Blue Bag. MARK one number off on the tally sheet on the Blue Bag.
- REMIND the voter that he/she may call the Election Office to find out whether or not the ballot was counted. (See No. 6 on the pink Provisional Voter Information Sheet.)
- Voters who have moved must be given a new Voter Registration Card.
- INSERT the completed VRC into the pocket of the provisional envelope (not inside the envelope) if the voter completes it at the precinct.
- You will also ISSUE a ballot to any provisional voter who is disabled and desires to vote on the AutoMARK Voter Assist Terminal. The Roster Clerk will send a white AutoMARK secrecy envelope with a regular AutoMARK ballot (there are no provisional AutoMARK ballots) and you will TAPE the pink provisional envelope to the outside of the AutoMARK envelope. The rest of the provisional procedure is the same.

It is IMPORTANT that Provisional Ballots be returned to you sealed in a Provisional Ballot Envelope.

DO NOT run a provisional ballot through the AccuVote Unit.

MUST BE FILLED IN COMPLETELY AND LEGIBLY

FAILURE TO DO SO MAY PREVENT BALLOT FROM BEING COUNTED

MUST BE SIGNED

FRONT

PROVISIONAL SPECIALIST MUST FILL OUT ON ELECTION DAY

FOR THE VOTER COMPLETE AND SIGN

First Name _____ M.I. _____ Last Name _____

Current Residence Address _____ City _____ State _____ Zip _____

Mailing Address (if different from above) _____ City _____ State _____ Zip _____

If Moved Since Last Registration:

Previous Residence Address _____ City _____ State _____ Zip _____

Birth Date ____/____/____ US State or Foreign Country of Birth _____

I am a citizen of the United States: Yes No

I am 18 years of age or older: Yes No

Callif. Driver's License or I.D. # or last 4 digits of SS #: _____

I do not possess a CA DL, ID or SS Card

Registered Political Party: _____

Daytime Phone # _____ (Optional)

Voter Declaration:

I declare under penalty of perjury that I am a U.S. Citizen, a resident of California, not in prison or on parole for the conviction of a felony, and at least 18 years of age at the time of the election.

I am a registered voter, and the person whose name appears on this envelope, I understand that voting twice constitutes a crime, and I have not voted previously in this election either by absentee ballot or at any other polling place.

Voter Signs Here _____ Date _____

FOR OFFICE USE ONLY

<input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Cancelled <input type="checkbox"/> Pending	<input type="checkbox"/> Reinstale <input type="checkbox"/> Change <input type="checkbox"/> Send VRC	Verifier's Name _____ Correct Pct _____ BT _____ Votting _____ BT _____	Compatible? <input type="checkbox"/> Yes <input type="checkbox"/> Remake Don't Count Reasons: <input type="checkbox"/> Not Registered <input type="checkbox"/> Voted AV <input type="checkbox"/> No Sign Match <input type="checkbox"/> Other _____	Count Don't Count
--	--	---	--	----------------------

FOR THE PRECINCT OFFICER

Complete the Following:

Precinct No: _____ Name of Precinct Officer: _____

IMPORTANT! CHOOSE A REASON

Check a Box (or describe situation in comment box)

Name not in Active or Inactive Voter Roster

Voter has moved within county and did not reregister

Absentee Voter — no ballot to surrender

First Time Voter — no proof of identification

Voter claims to be registered in a different political party than shown in Index (Primary Only)

Party Ballot Issued to Voter (primary only) _____

Use this space to write comment on situation not covered above:

PROVISIONAL BALLOT ENVELOPE
(VOTING TWICE IS A FELONY)

DO NOT FILL OUT

BALLOT
GOES IN
ENVELOPE
TRI-FOLDED
(SEALED)

PROVISIONAL BALLOT ENVELOPE

INSERT VOTER REGISTRATION
↓
FORMS HERE (NOT SEALED)

Voter Information — Provisional Ballot (Elections Code Sections 14310 and 14311)

You have been asked to vote a provisional ballot due to one of the following reasons:
Precinct Worker Please Circle Reason

1. Your name is not on the official roster of voters at this precinct and your voting eligibility cannot be verified by the precinct officer today. The Elections Official's Office will check the registration records. If further research determines you are eligible to vote in this precinct, your provisional ballot will be counted.
2. You have moved within the county but did not re-register to vote. Your prior registration will be verified by the Elections Official's Office before your provisional ballot will be counted. Your registration will then be updated with your current address.
3. Records indicate that you have requested an absentee ballot that you cannot surrender to the precinct officer. The Elections Official's Office will check the records, and if you did not vote an Absentee Ballot, your provisional ballot will be counted.
4. You are a first time Federal Election voter and were unable to provide proof of identification.
5. You claim to be registered in a different political party than shown in Index. (Primary Only)

Party affiliation of enclosed ballot (Primary Only)

Provisional ballots shall not be included in any official canvass except as follows:

1. The Elections Official's Office establishes prior to the completion of the official canvass (vote tally), from voter registration records, the claimant's eligibility to vote.
- OR
2. By order of a Superior Court in the county of the voter's residence. A voter may seek the court order specified in the section regarding his or her own ballot at any time prior to the completion of the official canvass. Any judicial action or appeal shall have priority over all other civil matters.

DO NOT FILL OUT THIS
SIDE

BACK

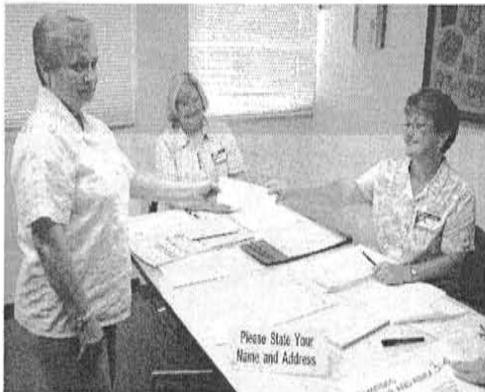
RETURNED VOTED VOTE-BY-MAIL BALLOTS

All voters receiving Vote-by-Mail ballots will have the words "VOTE-BY-MAIL" either preprinted or handwritten in their signature space on the Roster-Index.

DO NOT HAVE THESE VOTERS SIGN THE PROVISIONAL ROSTER!

VOTE-BY-MAIL VOTER WISHES TO TURN IN VOTED BALLOT AT THE POLLS

Voter Turns In Own Ballot In its I.D. Envelope:



- A voter may turn in his/her voted Vote-by-Mail Ballot at your Polling Place, whether registered in your precinct or not. **BUT:**
- **MAKE SURE** the ballot is from San Luis Obispo County.
- **CHECK** to make sure the voter has signed the ID Envelope on the left hand side.
- **Voter must SIGN on the line provided on the Vote-by-Mail ID Envelope or it will not be counted.**
- **PLACE** the signed ID envelope in the Blue Bag. **MARK** one number off on the tally sheet on the Blue Bag.

Voter Returns Ballot but Voter Does Not Have the I.D. Envelope:

NOTICE: The voter must sign the declaration below in his or her own handwriting in order for the ballot to be counted. Your voted absentee ballot must be received by the Elections Department or any polling place in San Luis Obispo County by the close of the polls (8:00pm) Election Day.

IMPORTANT: Complete information below ONLY if this ballot is hand delivered to the Elections Office or to the Precinct Board at any Polling Place within the County on election day. Photocopies (even with names, IDs, parent, grandparent, grandchild, brother, sister or a person residing in voter's household)

DECLARATION OF VOTER
I am a resident of and a voter in the precinct, and the person whose name appears on the envelope. I have not signed my name in any way for an absent voter ballot from any other jurisdiction for the same election. I declare under penalty of perjury under the laws of the State of California that the foregoing declarations are in the best of my knowledge and belief true and correct. **VOTING TWICE IN THE SAME ELECTION CONSTITUTES A CRIME.**

COMPLETE THIS BOX IF BALLOT IS RETURNED BY A DESIGNEE
(Due to illness or disability, I designate the following person to return my ballot to the Elections Office or to the Precinct Board at any Polling Place within the County on election day. Photocopies (even with names, IDs, parent, grandparent, grandchild, brother, sister or a person residing in voter's household)

Print name of designee returning ballot: _____
Signature of designee returning ballot: _____

SIGN HERE: John A. Voter
Residence address in San Luis Obispo County (if O.D. Ballot not authorized):
123 Anywhere Lane San Luis Obispo

Date: 11/1/06

If you have enclosed your ballot and wish another sent to you, enclose the specified ballot and make a check in the box.

If the voter is unable to sign his/her name, he/she may mark an "X" and have it witnessed by one (1) person.

Witness X: _____

John A. Voter
123 Anywhere Lane
San Luis Obispo, CA.
93408

- **GIVE** the Voter a Green ID envelope included in your supplies.
- **ASK** the voter to complete the information on the Vote-by-Mail ballot envelope: Printed Name, Residence Address and **SIGNATURE**.
- **MAKE SURE** the name is legible **BEFORE** voter leaves.
- **ASK** voter to place ballot inside the envelope and seal it.
- **PLACE** sealed envelope in the Blue Bag. **MARK** one number off on the tally sheet on the Blue Bag.

Voter's Ballot and Envelope Returned By Someone Else:

- | | |
|-------------|-------------------|
| Spouse | Grandchild |
| Parent | Brother/Sister |
| Child | Member of Voter's |
| Grandparent | Household |

ONLY the above specified persons may deliver a voted Vote-by-Mail ballot for someone else.

- **LOOK** at the envelope in which the ballot is enclosed for the name of the person the voter has designated to return the voted Vote-by-Mail Ballot.
- The information on the right side of the ID envelope **MUST** be completed.

When someone other than the voter returns a ballot and the authorization side of the ID envelope is incomplete, have the person complete the authorization and circle the relationship. If the person insists on leaving the ballot without the authorization completed, accept it and note on the ID Envelope that the ballot was returned by an unauthorized person.

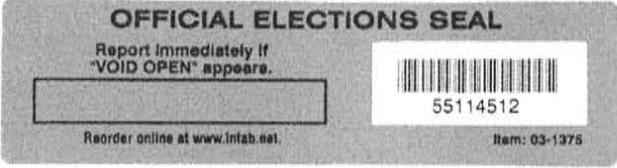
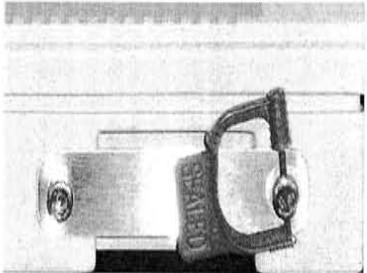
AFTER THE POLLS CLOSE:

1. TAKE the number of provisional ballots issued from the provisional tally sheet and ENTER it on Line 2 of the Provisional Ballot Statement **now located as the next to the last page of the Provisional Roster.**
2. ENTER the total of returned vote-by-mail ballots on Line 3 of the Provisional Statement.
3. COUNT and RECORD any returned voter registration cards (including those given to you by other workers) on the front of Envelope No. 2. REPLACE them in the envelope.
4. If there were non-processed ballots and regular (not provisional) AutoMARK ballots from your precinct, one of the workers from the AccuVote team will bring them to you.
 - a. RECORD the number on the front of Envelope No. 2 and place these ballots in the envelope.
 - b. RECORD this number also on lines 3(b) and 3(c) of the Poll Ballot Statement used to record poll ballots.
5. DETERMINE the number of unused provisional ballots and enter on Line 5 of the Provisional Ballot Statement on the back of the Provisional Roster. Use the Provisional Ballot Quantity Worksheet to determine the number of unused ballots.
6. GIVE the unused Provisional Ballots to the worker to be placed in Envelope No. 5.
7. MAKE SURE all your materials are returned correctly
 - a. In Envelope No. 2
 - i. Provisional Roster including the Provisional Ballot Statement
 - ii. Tally Sheet (taken from the top of the Blue Bag)
 - iii. Any non-processed ballots received from the AccuVote Clerk
 - iv. Any AutoMARK ballots received from the Voting System Clerk
 - v. Any Voter Registration Cards received on Election Day
 - vi. Completed Voter Incident Report Forms (if any)
 - vii. AutoMARK Ballot Statement, if necessary (from the Voting Specialist Clerk)
 - b. PUT all other materials into the precinct supply tub and LEAVE at the precinct for later pick-up.
8. GIVE the **Envelope No. 2 AND THE BLUE BAG** to the Inspector for return to the Regional Collection Center. Both of these contain voted ballots that must be returned for safekeeping to the Elections office on election night to ensure the integrity of the election.

INSTRUCTION PAGES FOR ACCUVOTE

SECURITY REQUIREMENTS AND PROCEDURES FOR THE ACCUVOTE VOTING SYSTEM

Pursuant to Secretary of State Directives, a number of seals will be placed on the AccuVote and the black canvas bag will be locked when delivered to the Lead Inspector.

<p>AccuVote Bag Lock and Tamper Evident Seals</p>	<div style="text-align: center;">  </div> <p>DO NOT REMOVE THIS LOCK from the Black Bag until arrival at the polls on Election morning. Follow Step 4 of the opening procedure.</p> <div style="text-align: center;">  </div> <p>Three tamper-evident seals have been placed on the AccuVote unit. Have one other precinct worker verify these seals are intact and have no evidence of tampering before proceeding with the opening procedures.</p> <p style="text-align: center;">DO NOT REMOVE THESE TAMPER EVIDENT SEALS.</p>
<p>Red Memory Card Seal</p>	<p>On Election Day, prior to any ballots being scanned, the integrity of the seal must be verified by the Precinct Inspector. The serial number of the red memory card seal must be verified against the Seal Certificate provided (p. 43). This is Step 5 in the opening procedure.</p> <div style="text-align: right;">  </div>

IF THE REQUIRED SEALS ARE NOT IN PLACE OR THERE IS ANY EVIDENCE THE SEALS HAVE BEEN TAMPERED WITH, CONTACT THE ELECTIONS OFFICE IMMEDIATELY. UNDER NO CIRCUMSTANCES SHOULD BALLOTS BE FED THROUGH THE ACCUVOTE UNIT.

DO NOT ATTEMPT TO ACCESS THE MEMORY CARD COMPARTMENT FOR ANY REASON THROUGHOUT ELECTION DAY.

IF YOU NEED ASSISTANCE, CONTACT THE ELECTIONS OFFICE
AT 781-5236 IMMEDIATELY!

**LEAVE THIS CERTIFICATE
IN THE ACCUVOTE BAG**

VERIFICATION OF LOCKED BAG AND SEAL CERTIFICATE

Vote Center CON 101-01

Date 11/04/08

COUNTY CERTIFICATION

I, County Worker DO HERBY CERTIFY the AccuVote bag for this Vote Center was locked and secured with SEAL NUMBER 986235 .

VERIFIED BY: Helpful Precinct Worker

**IF THE SEAL NUMBER ON THE ACCUVOTE AND THE ABOVE NUMBER DO NOT AGREE,
PLEASE CONTACT THE ELECTIONS OFFICE IMMEDIATELY**

~ Example ~

**INSPECTOR CERTIFICATION
VERIFICATION OF LOCKED BAG**

I, Lead Inspector (Lead Inspector's Signature)

DO HEREBY CERTIFY the AccuVote bag for this Vote Center was locked and secured with seal number 986235

VERIFIED BY: Helpful Precinct Worker (Precinct Worker's Signature)

SEAL CERTIFICATE

I, Lead Inspector (Lead Inspector's Signature) DO HEREBY CERTIFY the three tamper evident seals were in place when the AccuVote was removed from the locked bag on Election Day.

VERIFIED BY: A Worker

ACCUVOTE BOARD

I, _____ (Reception Board Worker's Signature)
DO HEREBY CERTIFY that the tamper evident seals were in place when the AccuVote was delivered to the AccuVote Reception Board on Election Night.

VERIFIED BY: _____

**LEAVE THIS CERTIFICATE
IN THE ACCUVOTE BAG**

OFFICIAL MEMORY CARD SEAL CERTIFICATION

Vote Center CON101-01

Date 11/04/08

COUNTY CERTIFICATION

I, County Worker DO HERBY CERTIFY the memory card for this Vote Center was secured with SEAL NUMBER 248326.

VERIFIED BY: County Staffer

**IF THE SEAL NUMBER ON THE ACCUVOTE AND THE ABOVE NUMBER DO NOT AGREE,
PLEASE CONTACT THE ELECTIONS OFFICE IMMEDIATELY**

~ Example ~

INSPECTOR CERTIFICATION

I, Lead Inspector (Precinct Inspector's Signature)

DO HERBY CERTIFY the memory card for this Vote Center was secured with seal number 248326.

VERIFIED BY: Helpful Precinct Worker (Precinct Worker's Signature)

ACCUVOTE BOARD

I, _____ (Reception Board Worker's Signature)
DO HERBY CERTIFY the memory card seal number at the close of polls matches the seal number at the time the polls were opened and has not been changed (except as specified below.)

VERIFIED BY: _____

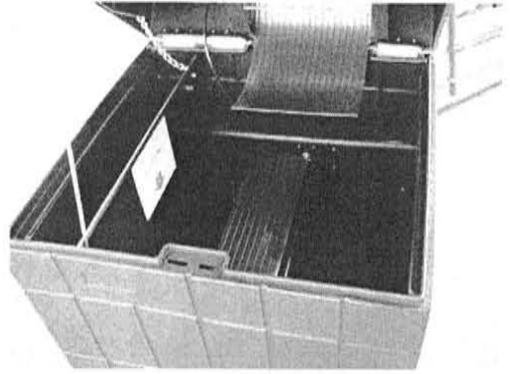
IF THE MEMORY CARD HAS TO BE CHANGED

I, _____ (Precinct Assistant's Signature) DO HERBY CERTIFY that Memory Card Seal Number _____ was replaced with a new seal number _____ at _____ (write in the time seal was replaced).

VERIFIED BY: _____ (Precinct Inspector's Signature)

OPENING PROCEDURES

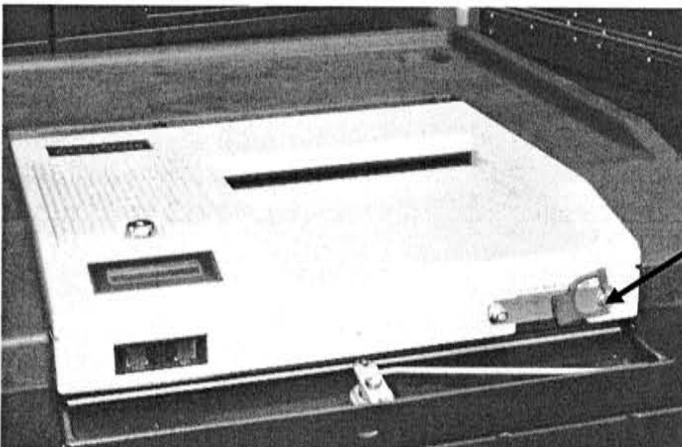
1. UNLOCK the lid (bottom lock on front) with black key and verify that the ballot box is empty.
2. CLOSE and RELOCK the lid.



3. UNLOCK the front door (top lock on front) of the ballot box with the black key.

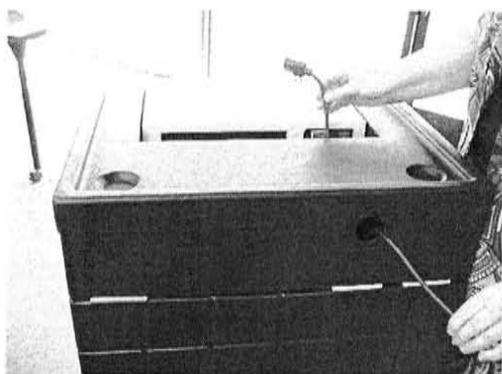
4. When you open the lock on the black bag, the Inspector and one other precinct worker will need to complete and sign the Locked Bag and Seal Certificate located in the AccuVote bag. A sample certificate is shown on page 41 of this manual. REMOVE the AccuVote unit from the black bag and guide it into position, leaving enough space to reach the ON/OFF switch on the rear of the unit.

VERIFY three tamper-evident seals are in place on the machine.



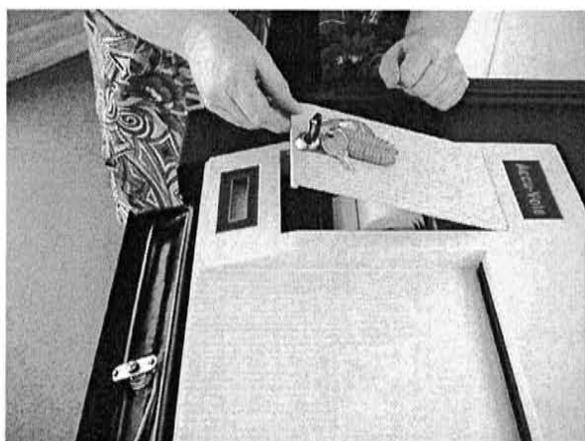
5. VERIFY the seal affixed to the cover of the memory card compartment is secure and the seal number matches the number on your Seal Certificate.

The Inspector and one poll worker must sign this certificate. A sample certificate is shown on page 42 in this manual.



6. **THREAD** the black power cord through the chute in the ballot box.

7. **CONNECT** the power cord to the AccuVote unit and to the electrical outlet.



8. **UNLOCK** and remove printer cover with the brass key.

9. **TURN** unit ON.

NOTE: 1 = ON 0 = OFF



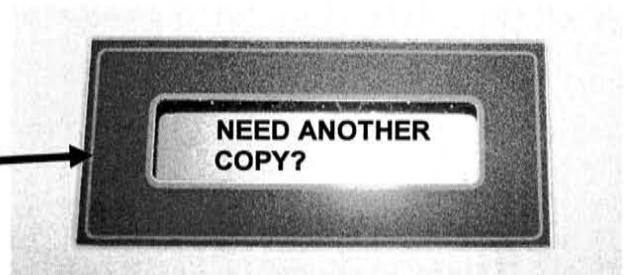
10. The "Election Zero Report" tape, which verifies no votes have yet been cast, will automatically begin to print after you turn the unit on.

DO NOT TEAR OFF THE TAPE. VERIFY that your precinct (or **ALL** precincts, if there is more than one precinct using the unit) is listed on the "Election Zero Report" and that all totals are zero.



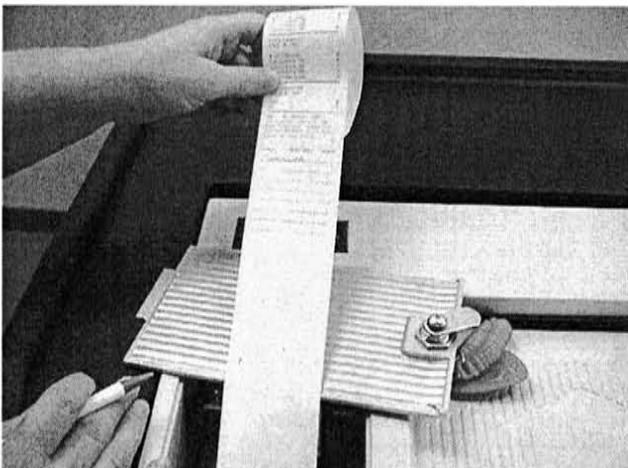
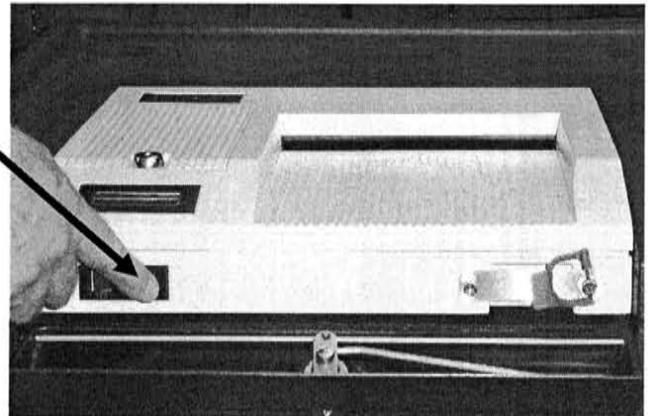
11. SLIDE the unit into place.

12. The LCD will now display:
NEED ANOTHER COPY?

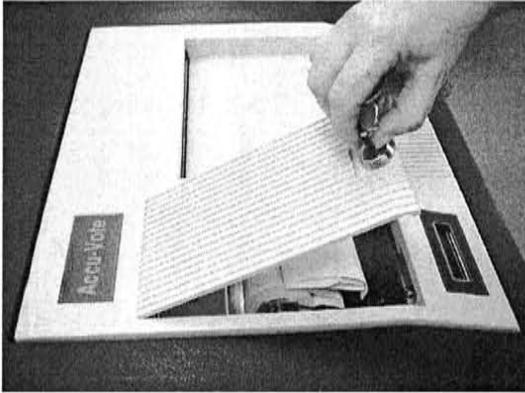


PRESS the "NO" button on the front of the AccuVote unit.

VERIFY that the LCD shows the public counter (TOT COUNT) at zero.



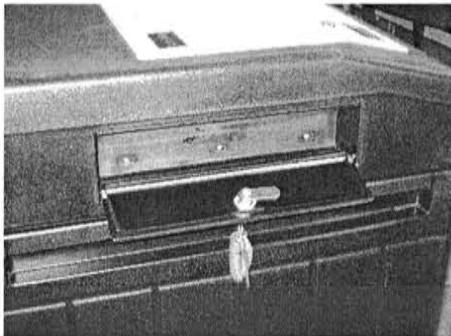
13. ALL WORKERS MUST SIGN the printed Election Zero Report (DO NOT TEAR OFF TAPE). If there are not enough lines, pull up extra tape to sign on.



14. FOLD or roll the tape and leave it in the printer compartment.

REPLACE and LOCK the printer cover and remove the brass key.

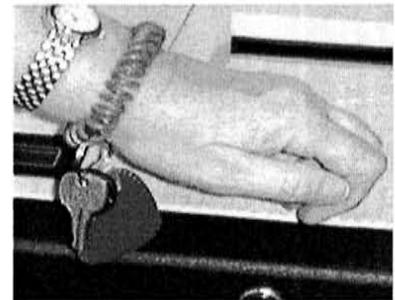
15. LOCK the front (top lock) of the ballot box to secure the AccuVote unit.



16. UNLOCK the Auxiliary Bin door at the side of the unit and open it for deposit of any AutoMARK or non-processed ballots.

17. REMOVE the keys and SLIP them around your wrist and wear them throughout the day.

REMEMBER to give them to the replacement clerk when you go to lunch or take a break.



**THE ACCUVOTE UNIT IS NOW READY TO
BEGIN ACCEPTING BALLOTS**

VOTING

Each voter will receive a secrecy sleeve for his/her ballot from the BALLOT CLERK unless he/she was issued a provisional ballot.

IF YOU SEE A FOLDED BALLOT, OR ONE WITHOUT A SECRECY SLEEVE, ASK THE VOTER IF HE/SHE WAS ISSUED A PROVISIONAL BALLOT.



Voter holds ballot up to the AccuVote unit with the top of the ballot showing.

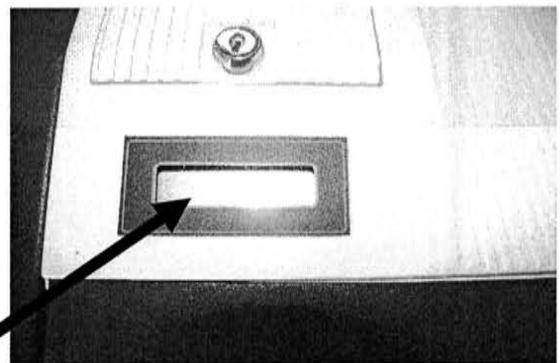
Precinct worker makes sure the ballot stub has been removed.



The AccuVote unit will pull the ballot from the sleeve, allowing the ballot to be inserted without the voter's choices being seen.

The secrecy sleeve must be held at the bottom to allow the ballot to feed into the machine easily.

SECRECY SLEEVES NEED TO BE RETURNED TO THE PRECINCT WORKERS AT THE TABLE.

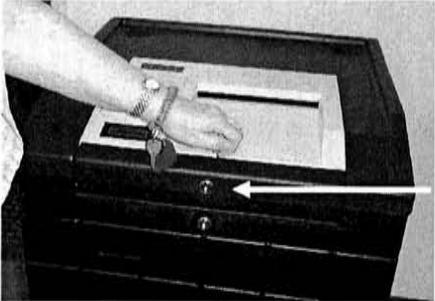


REMEMBER to **LOOK** at the **LCD** window after each ballot is deposited to **VERIFY** that the ballot has been **ACCEPTED** and the total count has incremented by **1**.

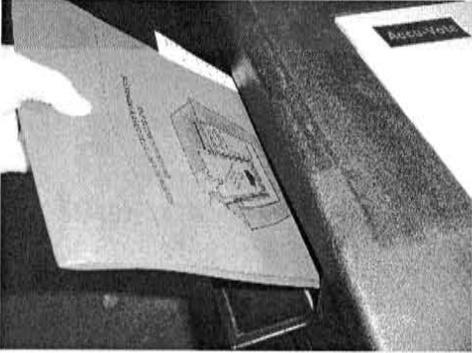
If there is a problem, see the Troubleshooting Instructions on the next page.

ACCUVOTE TROUBLESHOOTING

The following situations may occur during voting:

LCD MESSAGE	ACTION
<p>BLANK BALLOT CARD SEE OFFICIAL</p>	<p>Problem: The entire ballot is seen as blank. Voter may have circled names or put "X"s or □'s outside the oval.</p>
	<p>Action: ASK voter if he/she voted on any contest. If not, explain proper marking procedure.</p> <p>He/She can use the same ballot and add the marks.</p> <p>If voter wants to vote a blank ballot, unlock the front black door on the AccuVote unit with the black key and hold down the YES button while reinserting the ballot.</p> <p>The AccuVote unit will accept the ballot and record the vote.</p>
<p>OVER VOTED RACE 10: US PRESIDENT</p>	<p>Problem: The race indicated has been over voted. More choices are marked than allowed for the contest.</p>
<p>Continued Next Page:</p> <p style="text-align: center;">↓</p>	<p>Action: INFORM the voter that the indicated race has been over voted.</p> <p>If this was unintentional, he/she can be given a new ballot to mark.</p> <ul style="list-style-type: none"> • Send voter back to the Roster Clerk to spoil their ballot and re-issue another. <p>If he/she wishes to cast the ballot with the over voted races, open the front black door on the ballot box, hold down the Yes button and reinsert the ballot.</p> <p>The AccuVote unit will accept the ballot and record the vote.</p> <p>No votes will be counted for the over voted race but the over vote will not affect the rest of the ballot.</p>

LCD MESSAGE	ACTION
<p>COUNTED BALLOT JAMMED READER</p>	<p>Problem: There is a jammed ballot in the AccuVote reader and IT HAS BEEN READ.</p>
	<p>Action: The ballot may be stuck in the back of the AccuVote.</p> <p>UNLOCK the top front door of the ballot box with the black key.</p> <p>GENTLY PULL the AccuVote out and look to see if the ballot was caught as it entered the ballot box.</p> <p>PULL the ballot from the AccuVote and deposit in the ballot box.</p> <p>LIFT UP the ballot box lid if this continues to occur, and look to see if ballots are stuck on the “deflector arm.” If so, clear them out.</p> <p>OPEN rear door of ballot box. If ballots are not lying flat, STRAIGHTEN them out.</p>
<p>RETURNED BALLOT JAMMED READER</p>	<p>Problem: An uncounted ballot is jammed in the AccuVote.</p>
<p>Continued Next Page:</p> <p style="text-align: center;">↓</p>	<p>Action: USE a secrecy sleeve to protect the secrecy of the ballot and inspect the ballot edges for tears and severe bends. DEPOSIT the ballot in the auxiliary bin if any are detected.</p> <p>FLATTEN the ballot if nothing is found, and re-insert it into the AccuVote.</p> <p>When the ballot is removed a second message will appear, instructing you to re-insert the ballot.</p>

LCD MESSAGE	ACTION
INVALID BALLOT	<p>Problem: The ballot may be from a precinct not assigned to this AccuVote or the voter may have marked on the area near the bottom, which defines the precinct or ballot type.</p>
	<p>Action: If the voter brought the ballot in from another precinct, it should not be fed into the AccuVote.</p> <p>The voter needs to return to the precinct, which issued the original ballot.</p> <p>The precinct number is in the upper left hand corner of the front of the ballot.</p> <p>If the ballot belongs in your precinct, try to feed it again; if it doesn't read this time, turn ballot around. It can be fed in any direction.</p> <p>If it is still not reading (giving this same message), place the ballot in the auxiliary bin.</p> <p>NOTE: Remember to give all ballots in the auxiliary bin to the Provisional Specialist after the polls close to be placed in Envelope No. 2.</p>
NOT PULLING IN BALLOT TO ACCEPT	<p>Problem: The machine does not pull the ballot through to the ballot box.</p>
:	<p>Action: Note the count on the LCD window.</p> <p>Open the front door and pull the AccuVote unit out. Turn the unit off.</p> <p>Wait 10 seconds. Turn the unit back on.</p> <p>Verify the number on the LCD window it the same as before.</p> <p>Retry ballot.</p> <p>If ballot is still not accepted, put in the Auxiliary Bin.</p> <ul style="list-style-type: none"> • Fill out the Equipment Incident Report Log.

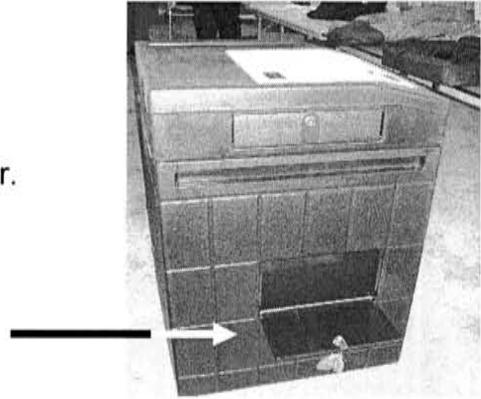
CLOSING PROCEDURE

DO NOT begin closing procedures until the LAST voter in the building has fed his/her ballot into the AccuVote unit.

1. To close the AccuVote unit you will need the following:

- Envelope No. 3 from the Precinct Supply tub.
- Container for Voted Ballots and seal for that container.
- AccuVote Ender Card.

2. CHECK Auxiliary Bin for non-processed ballots.



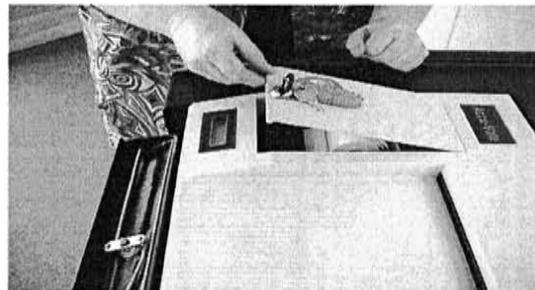
a. Ballots in Secrecy Envelope:

- i. SEPARATE the envelopes by precinct (if there is more than one precinct in your polling place).
- ii. COUNT the white envelopes (containing AutoMARK ballots) for your precinct and give the TOTAL COUNT to the clerk completing the Ballot Statement. Then GIVE them to the Provisional Specialist (for your precinct) to be placed in Envelope No. 2.

b. Non-processed **AccuVote** Ballots:

- i. TRY RUNNING the non-processed ballots through the unit one more time.
- ii. If they are still not accepted, SEPARATE and COUNT them by precinct (if there is more than one precinct in your polling place) and GIVE them to the Provisional Specialist (for each precinct) to be placed in Envelope No. 2.
- iii. GIVE the total count of non-processed AccuVote ballots to the clerk completing the Ballot Statement for your precinct.

3. UNLOCK and REMOVE the printer cover with the brass key.

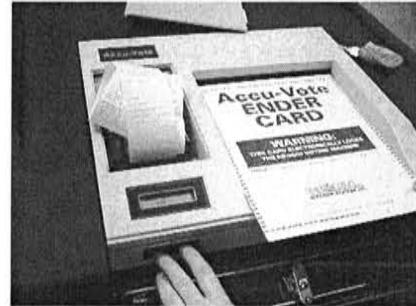




4. OPEN the upper door at the front of the AccuVote ballot box with the black key.

5. SIMULTANEOUSLY PRESS and HOLD the "YES" and "NO" buttons in the front of the AccuVote unit while inserting the Ender Card (located in the AccuVote Carrying case).

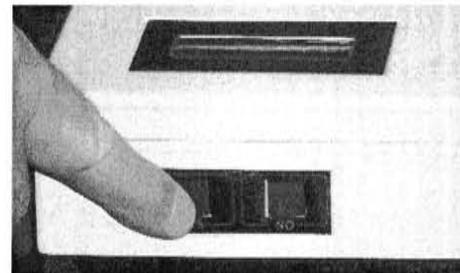
The Final Results tape will begin printing automatically.



6. Pull enough tape for **all precinct workers present when the polls close** to sign. TEAR the tape off the roll when the results have finished printing. 1st copy is returned to the Elections Office in Envelope No. 4.
 - If there is more than one precinct in your polling place, PLACE the tape in Envelope No. 4 of the Lead Inspector's precinct.
7. INFORM the board member who is completing the Ballot Statement of the number of total votes cast. (See Page 23)

8. PRESS the "YES" button to run a second copy of the tape when the LCD displays the words: NEED ANOTHER COPY?

- Pull enough tape for **all precinct workers present when the polls close** to sign. TEAR OFF the second copy of the totals tape, and TAPE it up on the "Unofficial Election Night Results" sign provided, to the outside of the door on the outside of the building through which voters entered the polling place.



9. LCD will display "READY TO TURN UNIT OFF?"
 - Press YES button
 - LCD will display ELECTION FINISH TURN UNIT OFF
 - Turn UNIT OFF.

10. RUN THE AUDIT REPORT:

Turn AccuVote Unit On

Respond to the following questions:

- | | |
|-------------------------------|-----|
| Send Results by Telephone? | NO |
| Send Results by Direct mode? | NO |
| Print Elections Total Report? | NO |
| Print Audit Report? | YES |

The audit report will print.

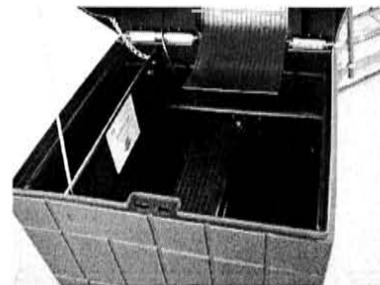
11. TEAR OFF and have each worker sign the audit report and place the tape in Envelope No. 4.
12. TURN OFF the AccuVote unit, replace in black bag and take it with your other supplies to the Regional/Central Collection place listed for your precinct. Remember: at least two precinct workers must be with the supplies at all times.

REMOVING AND PACKING THE BALLOTS

1. UNLOCK the rear door of the unit and REMOVE the Ender Card from the left compartment. REPLACE it in the AccuVote carrying case.
2. REMOVE the **voted** AccuVote ballots from the bin on your left.
Do NOT separate by precinct; put them in the Container for Voted Ballots.
3. REMOVE the voted AccuVote ballots with write-in votes from the bin on your right. SEPARATE by precinct, if your poll has more than one precinct; count the ballots and PLACE in (each individual precinct's) Envelope No. 3. WRITE the total number of write-in ballots on the front of (each) envelope.



4. PLACE Envelope No. 3 in the canvas bag for return to the Collection Center.
5. DOUBLE CHECK all the compartments in the black ballot box ONE MORE TIME to ensure that no ballots have been left.



6. Complete the seals for the Container for Voted Ballots (i.e. 1 of 2, 2 of 2) to indicate how many containers are being returned and affix them so the container cannot be opened without breaking the seal. Place containers in canvas bag.

CONGRATULATIONS!

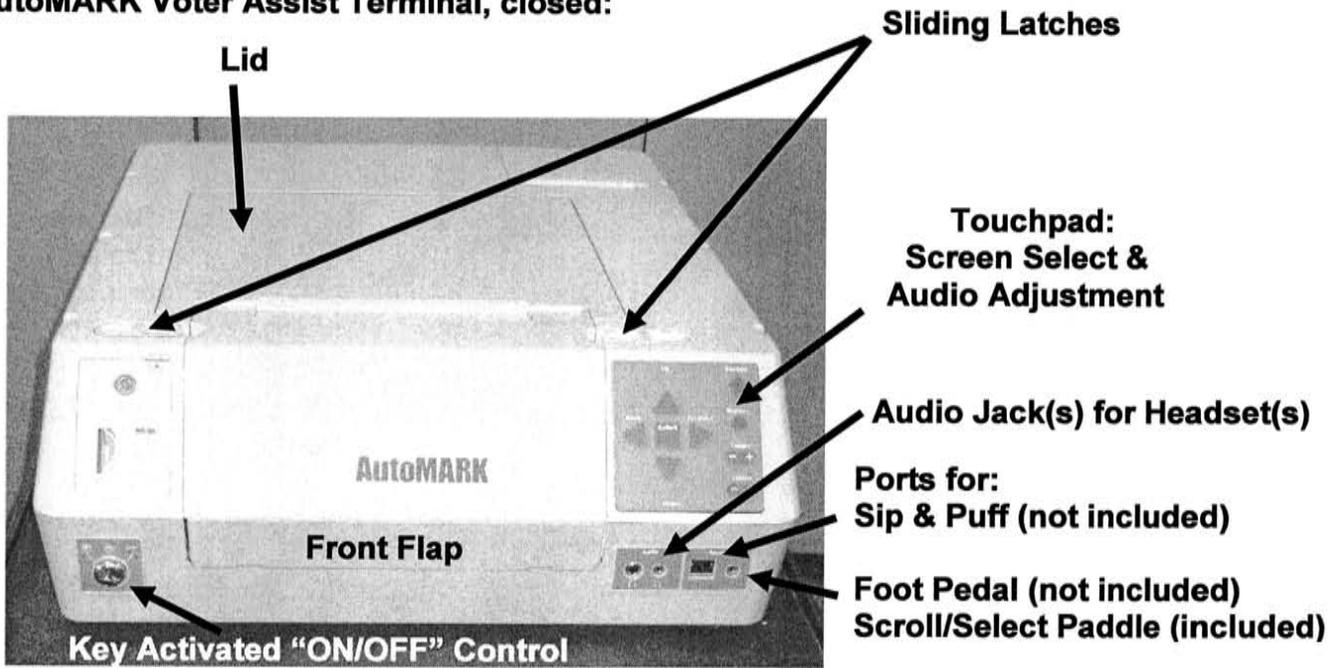
You have successfully completed the closing process for the AccuVote unit.

UNDERSTANDING THE AutoMARK VOTER ASSIST TERMINAL

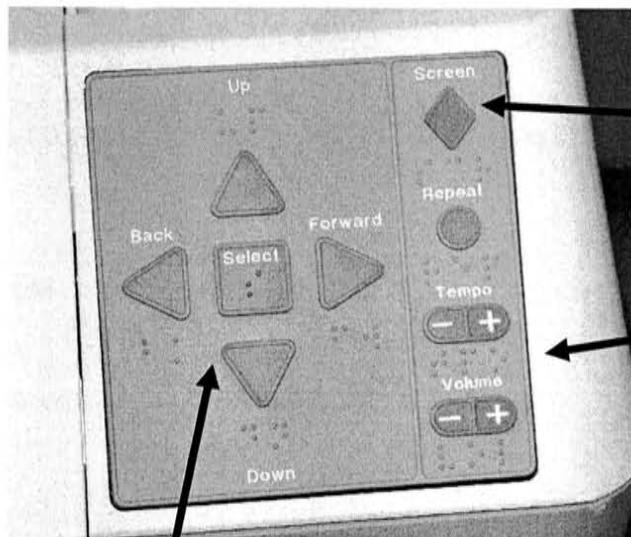
The AutoMARK is a ballot marking system allowing voters with special needs to mark an optical scan ballot, unassisted. The unit DOES NOT tally or store votes. Key Features of the AutoMARK will be covered in the following pages.

UNDERSTANDING THE PARTS AND PIECES

AutoMARK Voter Assist Terminal, closed:



TOUCHPAD ENLARGEMENT



Screen "Diamond" Button
Use to Black out screen

Audio Controls:
Repeat
Tempo: Slow/Fast
Volume: Up/Down

Buttons for:
Moving Up/Down/Back/Forward, Next, and Select

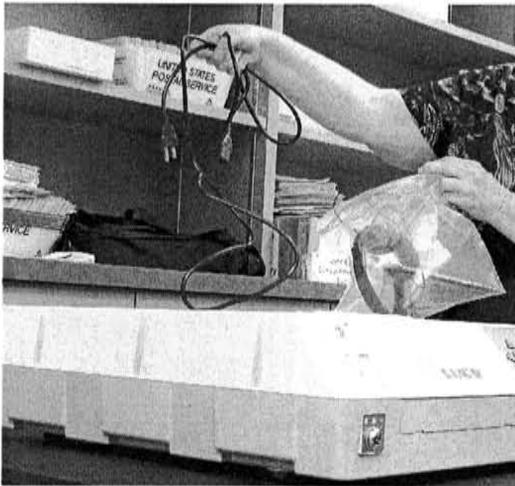
NOTE: All control buttons have corresponding Braille instructions

SETTING UP THE AutoMARK VOTER ASSIST TERMINAL

The AutoMARK Unit will be delivered to the polling place with the Black Ballot Box and booths. The AutoMARK will be placed on the accompanying table by the election delivery crew and will need to be finished being set up.

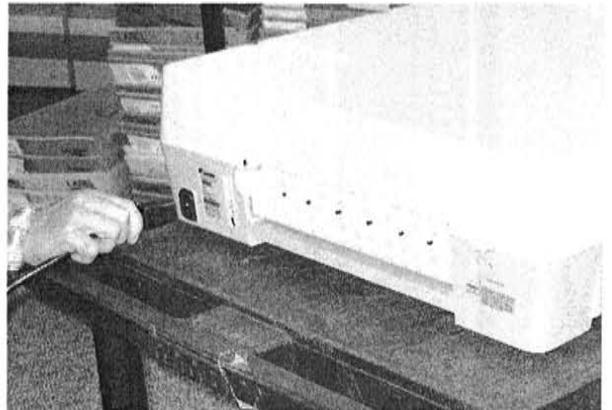
Position the AutoMARK to ensure maximum privacy for the voter, ideally placing the voter's back to the wall. Other voters should not be able to pass behind a voter using the AutoMARK.

IF YOU NEED TO MOVE THE AUTOMARK, TWO WORKERS MUST CARRY THE TABLE TO THE NEW LOCATION. PULLING OR DRAGGING WILL COLLAPSE THE TABLE LEGS.



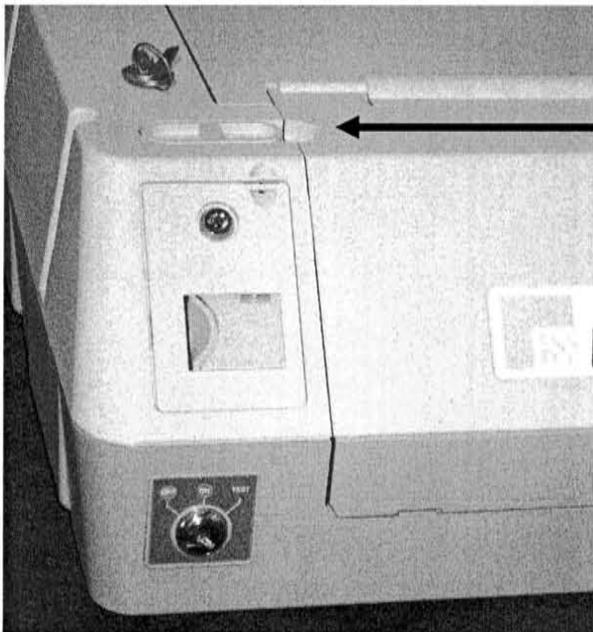
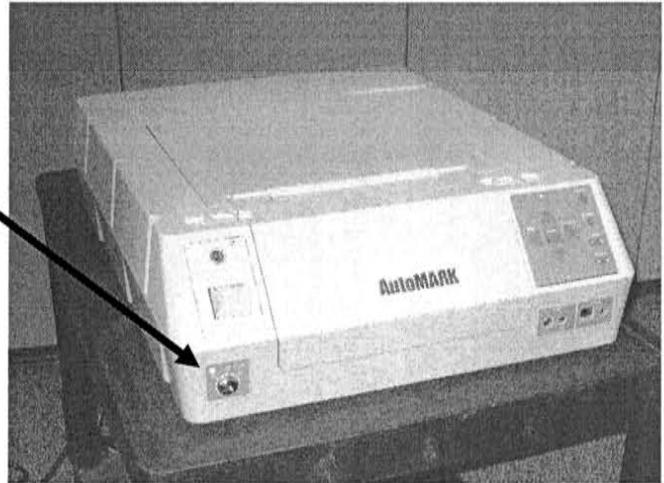
1. REMOVE the power cord, keys, and headset from the clear plastic AutoMARK Supply Bag. REMOVE Scroll/Select Paddle from its box.

2. PLUG the power cord into the pronged outlet in the back of the AutoMARK unit and plug the pronged end into a nearby outlet.



The Key Activated "ON/OFF" control will light up in red in the "OFF" position.

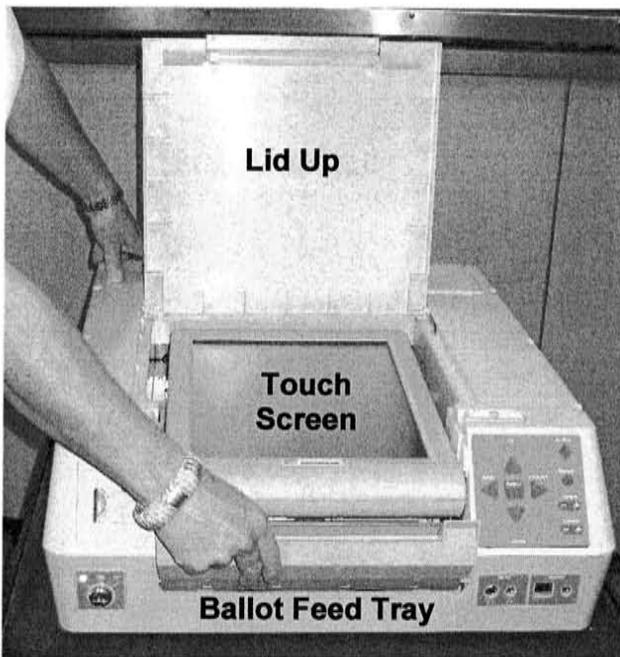
If the red light does not appear, you are not receiving power. Try another outlet or check to see if there is a switch that controls the outlet.



3. MOVE the sliding latches outward to unlatch the front flap.

4. LIFT the front flap, and fold it over the top of the lid.





AutoMARK Voter Assist Terminal, open.

5. LIFT the lid so the screen can be raised.



6. PULL up and out on the Ballot Feed Tray.

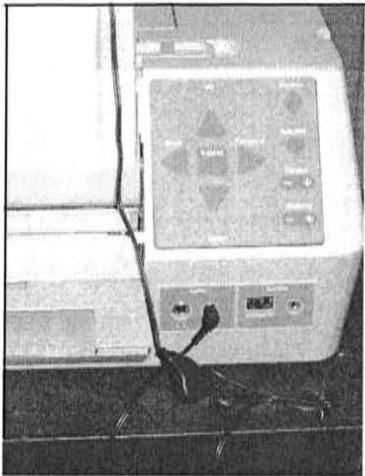


7. LIFT the screen to the full upright position. MOVE back sliding latches behind screen to prevent from falling backward.

8. CLOSE the lid behind the screen.

If the lid is not lowered, the infrared light cannot properly scan the ballot.





9. Plug headset in Audio socket to the right, rest on table.

The larger audio socket on the left is for voters who may bring their own headset.

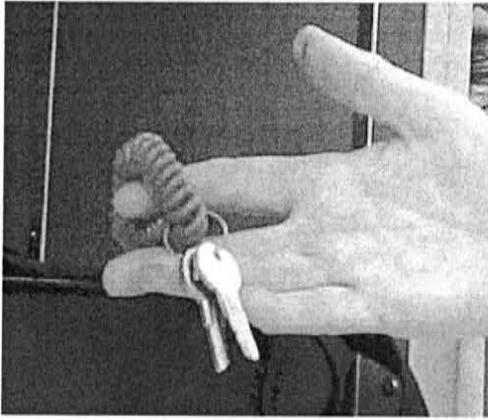
10. Plug Scroll/Select Paddle into the Access plug on the far right side of the AutoMARK.



11. INSERT the key into the "ON/OFF" control and turn to "ON". The green light will appear and the unit will begin the setup procedures.

If the light is yellow or amber, or turns yellow or amber during the day, you are not receiving power. Check your power supply.

It may take about five minutes to load the information.

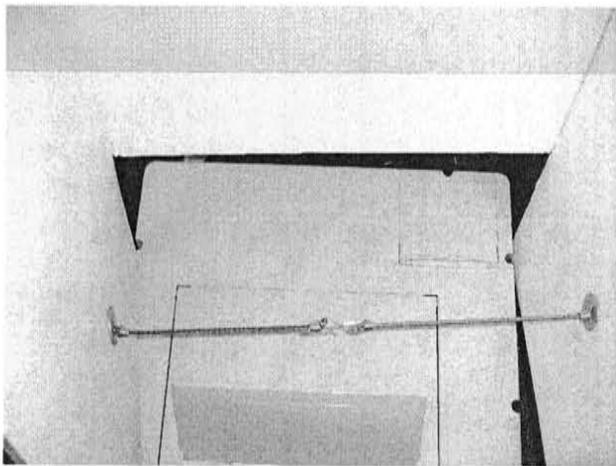
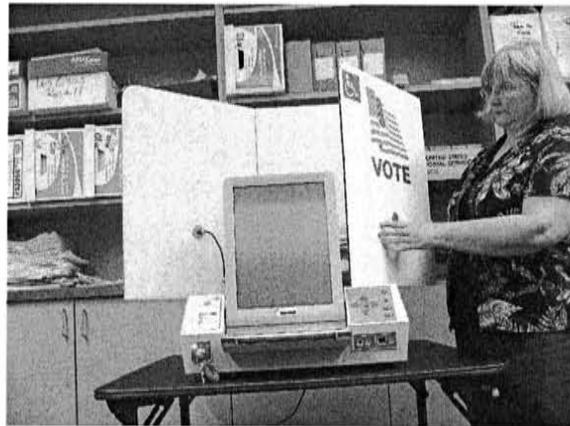


12. REMOVE the keys and slip them around your wrist. Wear them throughout the day.

Remember to give them to the replacement clerk when you go to lunch or take a break.

13. SET UP the privacy screen to enclose the unit.

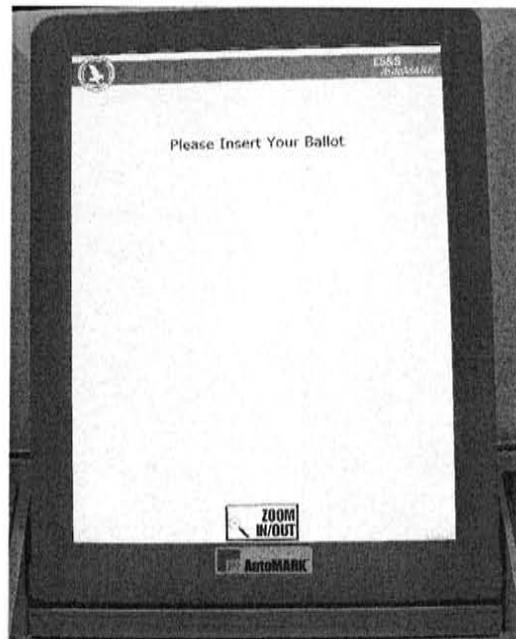
This screen was placed on top of the AutoMARK when delivered.



14. Stabilize the privacy screen by hooking the bungee cord together behind the touchscreen.

15. When the words "Please Insert Your Ballot" appear on the screen, the unit is ready for voting.

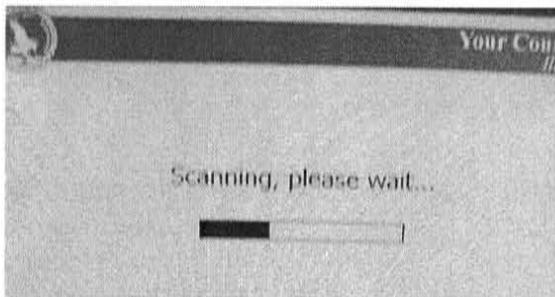
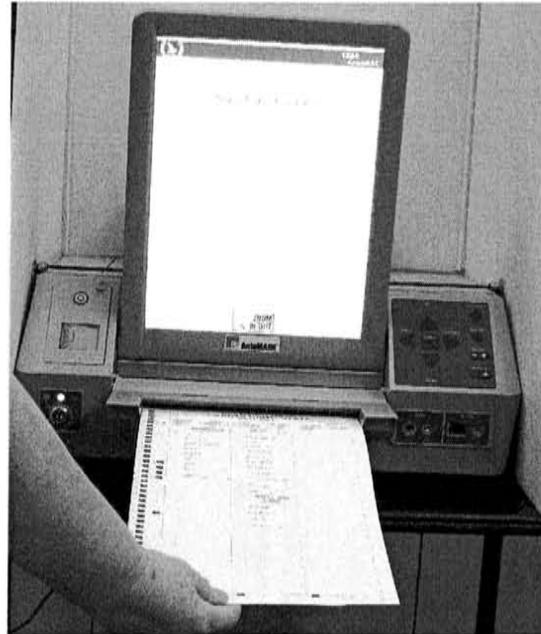
The "diamond" button, which blacks out the screen, can be used to prevent voters from putting AccuVote ballots into the AutoMARK machine.



VOTING ON THE AutoMARK VOTER ASSIST TERMINAL

VOTERS will perform the following steps to vote a ballot:

1. VOTER INSERTS the ballot in any direction into the Ballot Feed Tray. **If not inserted straight the ballot will jam.**



2. The AutoMARK will immediately begin to scan the ballot.

This may take up to two minutes, depending on the number of contests on the ballot.

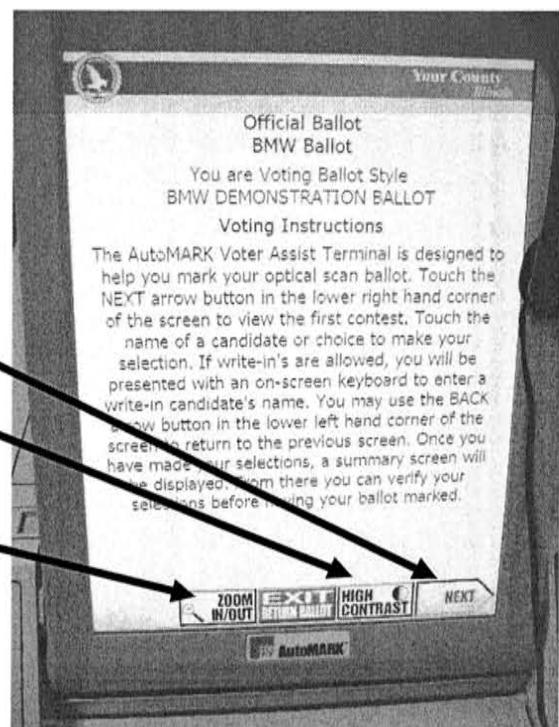
Once the ballot has been loaded, instructions will appear on the screen. If using the headset, the voter will be read the ballot.

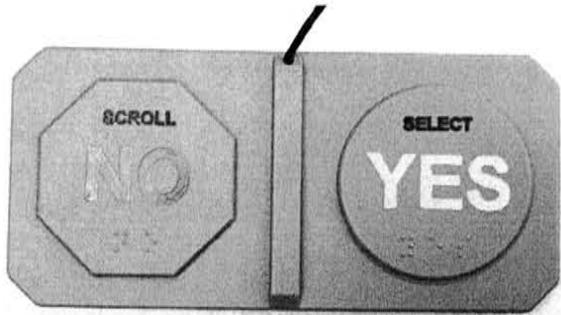
Select "NEXT" to advance page.

Select "HIGH CONTRAST" for a black screen with white print.

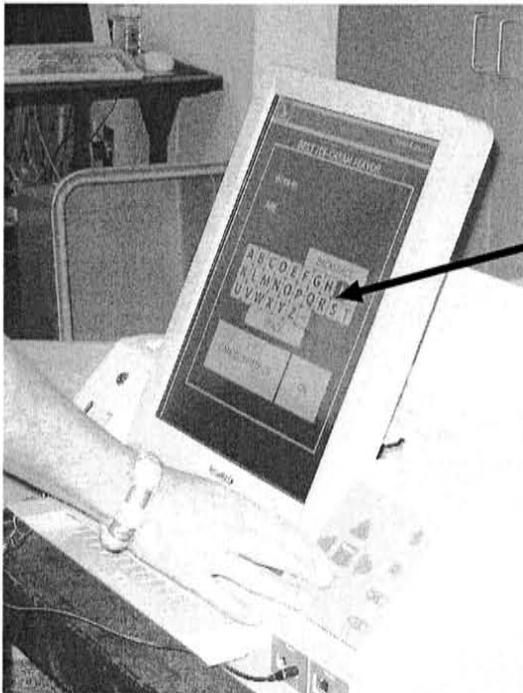
Select "ZOOM" to increase font size.

USING the touch screen, touchpad, or paddle, voters will scroll through the various pages and make their selections.

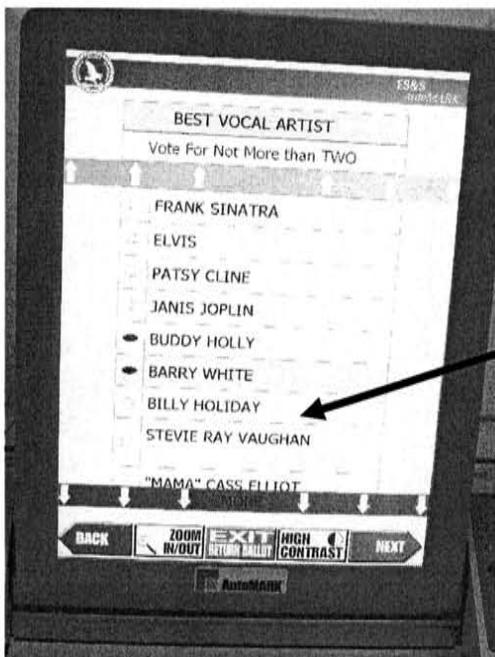
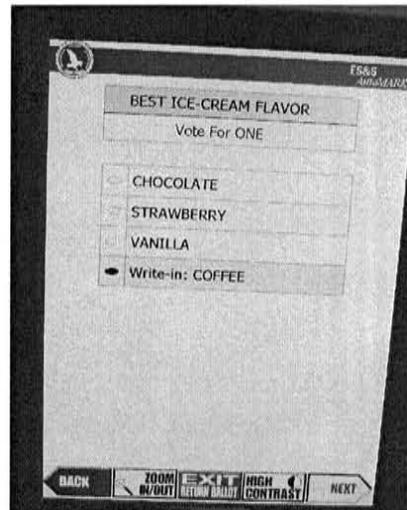




Voters who use the SCROLL/SELECT paddle should disregard the NO/YES words on the paddle (unless voting on a No/Yes question). Instead, press on the SCROLL side of the paddle to go through the choices on the ballot (down only). When the choice is highlighted, the SELECT side of the paddle should be pressed. The paddle scrolls/selects through votes and button selections. If the paddle does not work at first, stop, and try again.



- WRITE-IN votes may be made by selecting the "write-in" oval. A keypad will appear to allow voters to type in the name of the candidate of their choice.



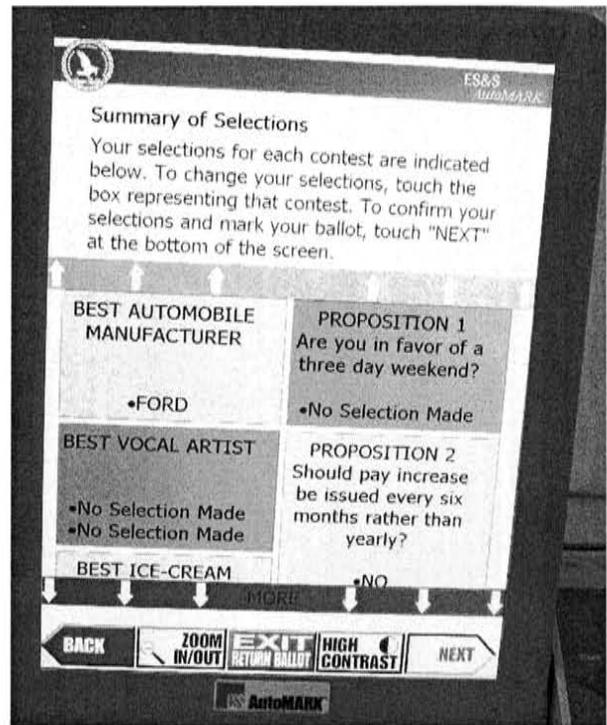
- To change a vote in a "Vote For ONE" situation, touch the new name.

In multiple-choice contests, one of the original selections must first be deselected by touching the highlighted name.

- UPON COMPLETING THE BALLOT, VOTERS REVIEW the Summary of Selections to be sure they have voted on all desired candidates and issues and their selections are correct.

To change or add a vote, the voter must touch the contest box. The voter will then be returned to that contest.

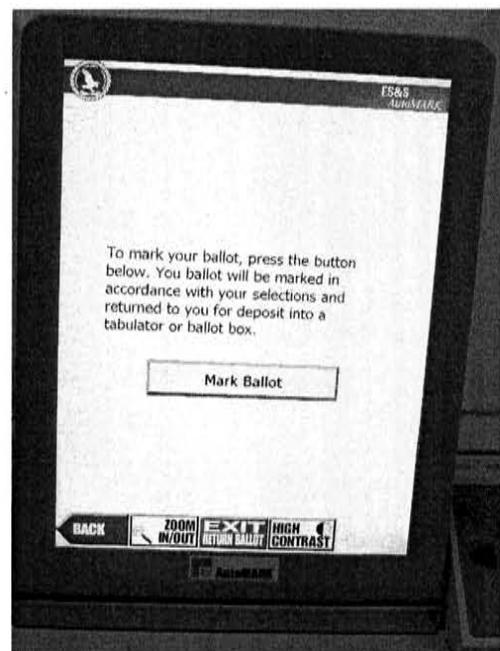
After the choices are correct, touch the "NEXT" button.

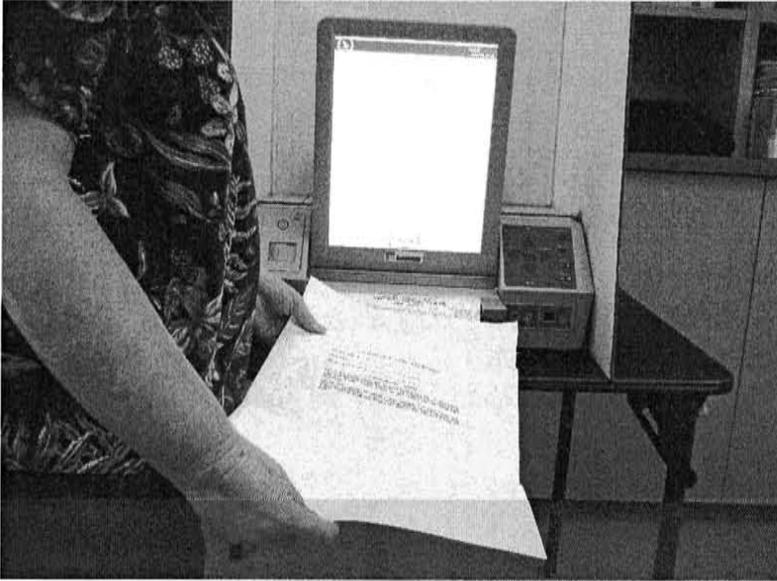


- SELECTING "NEXT" on the Summary Screen will bring up the "Mark Ballot" screen.

Once "Mark Ballot" is selected, the screen will indicate: "Your ballot is being processed."

This may take several minutes.

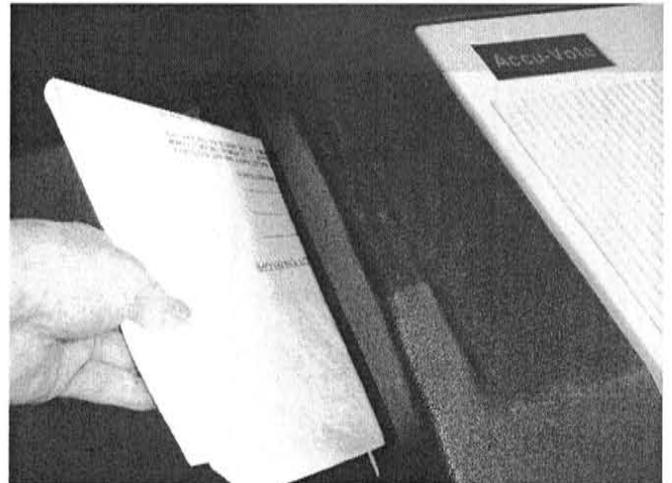




7. Once marked, the ballot will be ejected.

Once the ballot is in the secrecy envelope, PULL firmly. The voter will seal the envelope.

8. VOTER PLACES marked ballot, sealed in the secrecy envelope, in the Auxiliary Bin of the AccuVote Ballot Box.

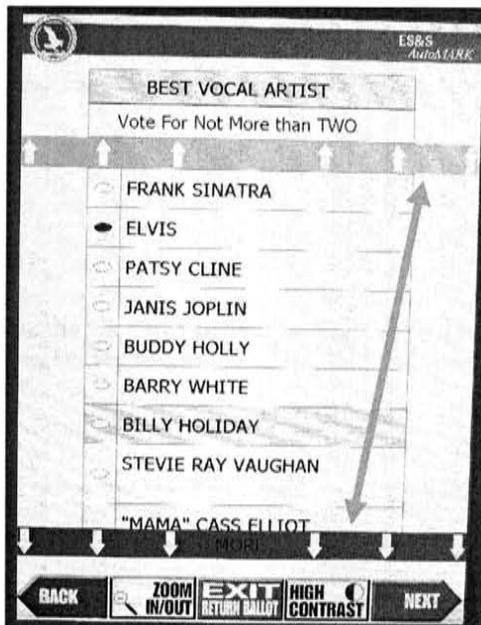


WARNING NOTICES FOR VOTERS

Warning features alert voters to situations where they have:

- Attempted to vote for more than the allowed number of candidates.
- Have selected fewer candidates than permitted.
- Have failed to view all candidates for a specific race.

In races where there are more candidates than can be viewed at one time, a "MORE" notice appears at the bottom of the contest screen. Arrows prompt the voter to scroll up or down to view the other names.



CAUTION: It may take a few seconds for the scroll feature to activate and display the additional names.

OVERVOTE

You have attempted to vote for a greater number of candidates than are permitted in this contest. You must first deselect at least one of the candidates you have selected before selecting another.

OK

UNDER-VOTE

You have selected fewer than the number of candidates or choices you are permitted to select for this contest. You can return to the contest to vote for additional candidates or choices or you can confirm your desire to under-vote by continuing on to the next contest.

RETURN TO THIS CONTEST **CONTINUE TO NEXT CONTEST**

ALERT

You did not view all candidates or choices. Do you want to view the rest of the choices?

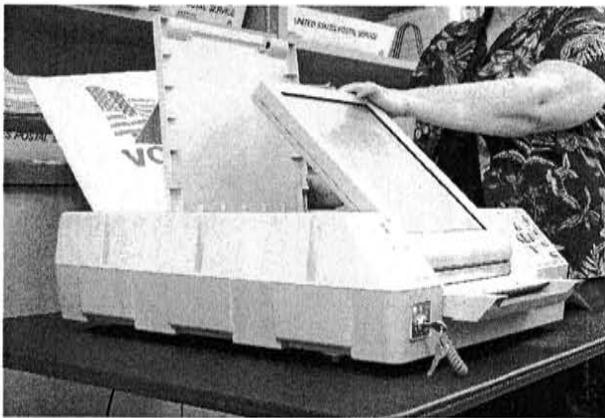
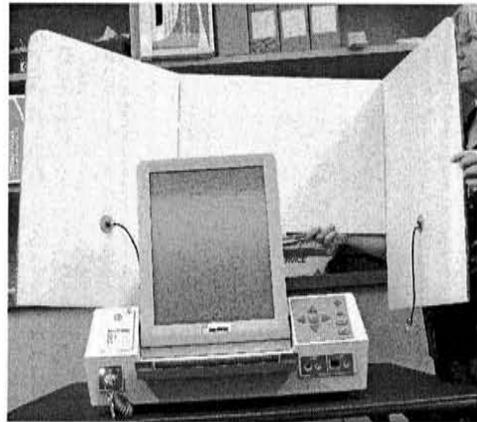
YES. RETURN TO CONTEST **NO. PROCEED TO NEXT CONTEST**

CLOSING THE AutoMARK Voter Assist Terminal



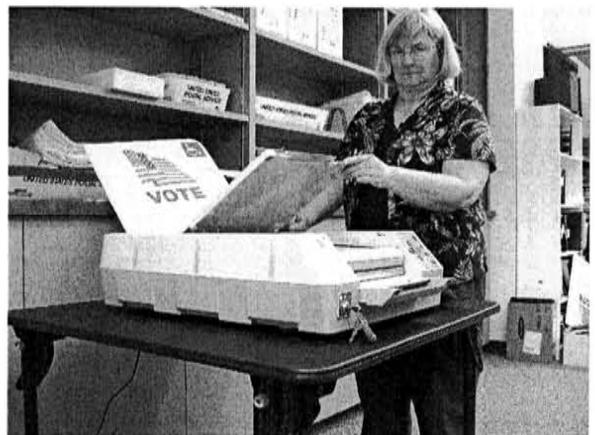
1. INSERT THE KEY and turn to the "OFF" position. Once light is red, remove key.

2. REMOVE Privacy Screen and set aside.

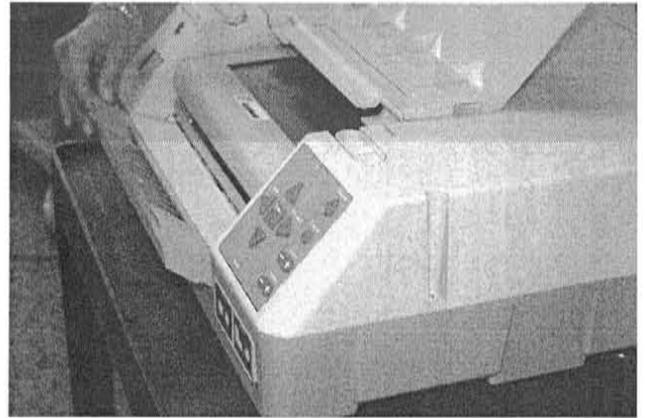


3. RAISE the lid, slide the latches, and lowers the screen to flat position.

4. CLOSE the lid.

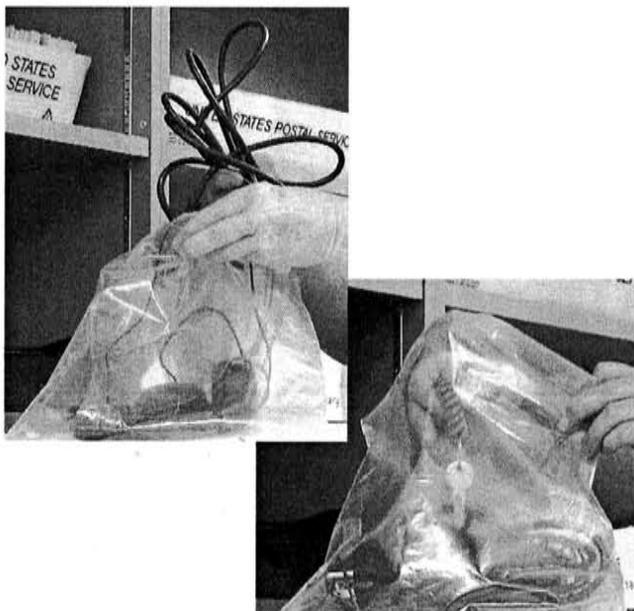


5. FOLD UP ballot feed tray.



6. FOLD DOWN the front flap.
Move sliding latches over flap to secure it closed.

7. PLACE the privacy screen on top of the AutoMARK.



8. UNPLUG the power cord, headset, and paddle. PLACE cord, headset, and key in the AutoMARK Supply Bag. Scroll/Select Paddle goes in the small plastic bag inside of the small paddle box.

Unused AutoMARK ballots go in Envelope No. 5

The AutoMARK Ballot Statement goes in Envelope No. 2.

The AutoMARK unit remains at the polling place for pickup by the Election Department.

The AutoMARK Supply Bag and the small paddle box get placed in the Precinct Supply Tub for pickup.

ASSISTING VOTERS WITH SPECIAL NEEDS

The AutoMARK is designed to allow voters who need assistance to cast a ballot with no assistance but there are times when some help may be required.

Here are some tips:

VISUALLY IMPAIRED VOTERS AND VOTERS WITH LIMITED VISION

- **INFORM** voters with limited vision that the AutoMARK has “ZOOM IN” or “HIGH CONTRAST” features of which they may take advantage.
- **ESCORT** visually impaired voters to the AutoMARK. Explain how and where to insert the ballot.
- **DESCRIBE** where the headset is located to visually impaired voters and tell them that the audio will begin as soon as the ballot is inserted. Also tell them how to adjust the volume and speed.
- **CLARIFY** how to manipulate the keypad for visually impaired voters.
- **EXPLAIN** that if a voter wishes to remove a ballot before completing the voting process, he/she must touch the “Diamond” button four times. The ballot will be returned unmarked.
- **ESCORT** visually impaired voters to the AccuVote to deposit the ballot in the Auxiliary Bin.

VOTERS WITH LIMITED DEXTERITY

- **PLUG** the office provided Paddle or voter provided “Sip and Puff” and/or “Foot Pedal” into the appropriate port at the front of the AutoMARK.
- **INSERT** the ballot.
- **PLACE** the headset over the voter’s head, if needed.
- When using the paddle, they may navigate the ballot by using “SCROLL” and “SELECT” keypad.
- **MAKE SURE** the voter is in a comfortable position for using the device.
- **ASK** the voter to notify you when the ballot has been marked.
- **RETRIEVE** the voted ballot, place it in a secrecy sleeve and **DEPOSIT** it in the AccuVote Auxiliary Bin.



REMEMBER: Voters may still request assistance in marking their ballot from a precinct worker or a person of their choice. These voters must be logged in on the Assisted Voter List in the Combined Roster-Index. The Roster Clerk is responsible for maintaining this list.

TROUBLESHOOTING THE AutoMARK VOTER ASSIST TERMINAL

Remember, we are always here to help. Please call if you have problems or question concerning the AutoMARK or any other election issues: 781-5236

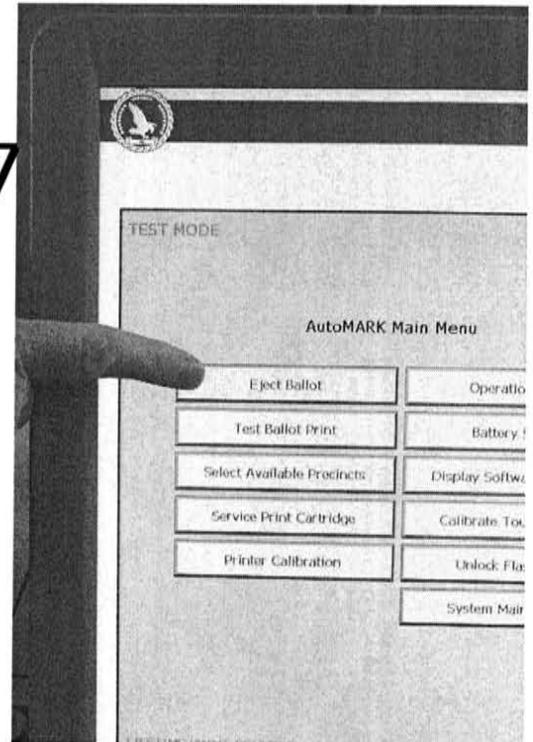
ERROR MESSAGE	PROBLEM	SOLUTION
Setup failed	Initial setup procedures failed.	Turn unit off and then back on.
Unrecognized Ballot	Unit did not recognize ballot. The ballot may not have been inserted properly or the stub may be attached.	“EXIT” ballot & RE-insert ballot.
Ballot Marked Successful	Ballot was marked but no printed ballot was ejected from unit.	See instructions on Jammed Ballot Procedure p. 71
Ballot Returned Unmarked	Ballot was ejected before it was printed. Voter may have accidentally touched the “EXIT Return Ballot” button, or ballot was misfed.	Re-insert ballot.
Marked Ballot Inserted	Marked ballot was reinserted into the unit.	Voter may re-insert the ballot to verify the AutoMARK can read the choices; BUT NO CHANGES may be made.
Printer Malfunction	Paper jam, paper too long/short	Verify stub was removed from ballot.
Paper Misfed	Ballot was not inserted properly	Re-insert the ballot making sure it is straight and the stub has been removed.
Jammed	SEE THE FOLLOWING PAGES FOR FURTHER OPTIONS	See instructions on Jammed Ballot Procedure p. 71
Battery Low or Running on Battery	Battery power is low and a yellow light appears above the “ON” switch.	Check to be sure the unit is plugged in correctly.

JAMMED BALLOT PROCEDURE

IF A BALLOT BECOMES JAMMED AT ANY TIME REMOVE THE PRIVACY SCREEN AND PROCEED AS FOLLOWS:

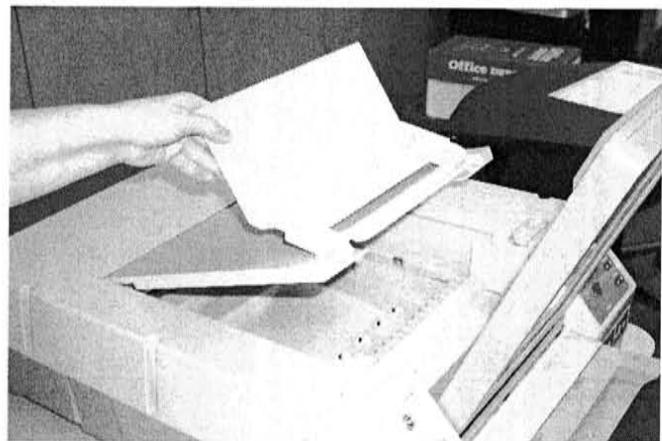
ATTEMPT to eject the ballot from the terminal.

- a. INSERT the key into the ON/OFF control and turn it to the "TEST" position.
- b. TOUCH the "EJECT BALLOT" bar at the top of the screen and the ballot will be returned. DO NOT TOUCH ANY OTHER BAR ON THE SCREEN!
- c. RE-SET key to ON position.
- d. REMOVE key.



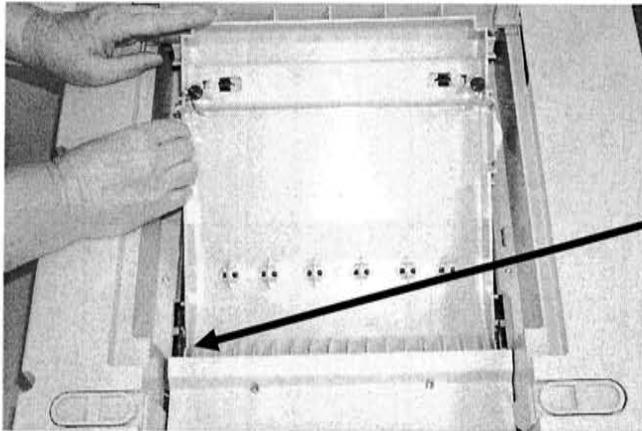
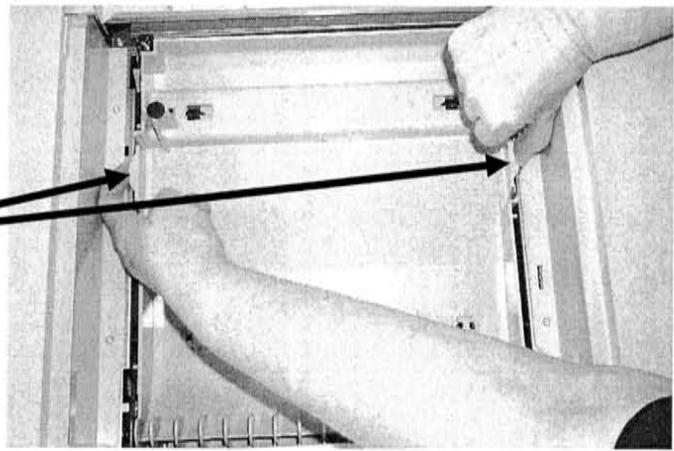
IF BALLOT DOES NOT EJECT:

1. OPEN the lid behind the screen.



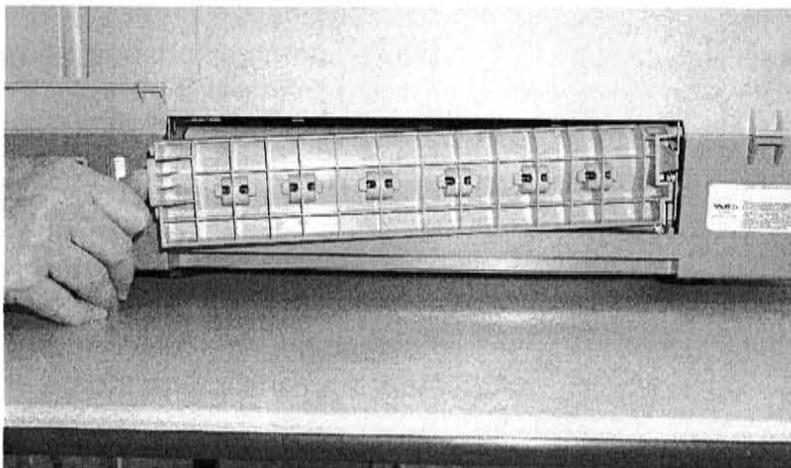
2. REMOVE the tray that controls the ballot path. PUSH inward on the half oval tabs and pull up.

Look for ballot and remove.



3. REPLACE the tray with the half oval tabs toward the back. PLACE the front section in first. Once in place, PUSH DOWN on the tabs, the tray will click when it snaps into place.

4. CLOSE the lid behind the screen.

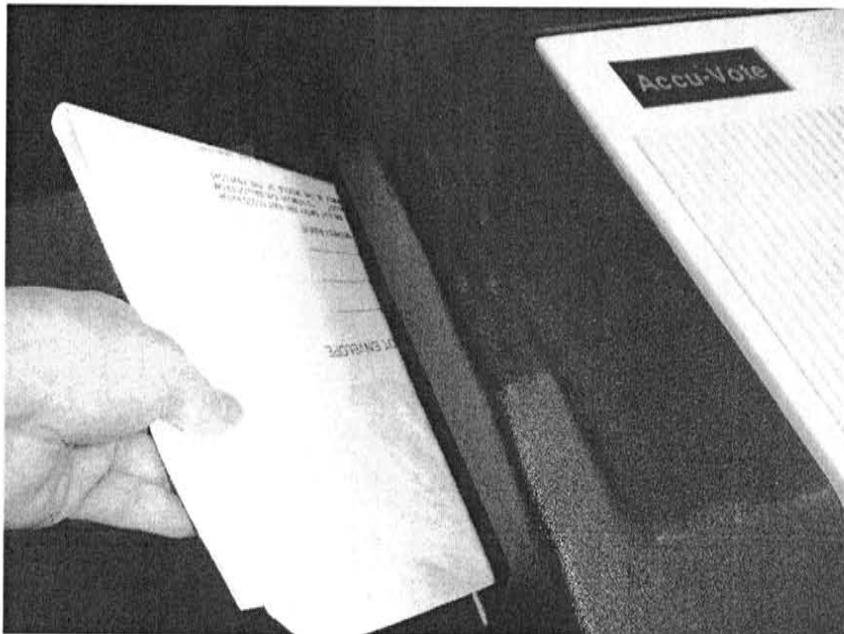


5. If you only see the tip of the ballot in the tray, REMOVE the back piece of the AutoMARK by pushing the tab on the left to the right and pull out.

To REPLACE, if necessary, put the two prongs on the tray in the holes on the right. PUSH the tab on the left to the right and push in to place.

6. CLEAR THE JAM BY CAREFULLY REMOVING THE BALLOT WHEREVER IT IS IN THE PATHWAY!
7. If ballot has been marked you must use a secrecy sleeve to pull it out.
8. Give ballot to the voter, ask voter to check ballot to make sure all marks have been made. If voter requires assistance, they may ask you to check it for them.
9. DECIDE whether the ballot can be re-fed; i.e. was it inserted incorrectly or is it wrinkled, torn or marked in the black scanning marks?
10. If it was inserted incorrectly, FEED the ballot again.
11. If it is wrinkled, torn, or marked in the scanning area, SPOIL the ballot and ISSUE a new one.
12. If marked correctly, keep ballot in secrecy sleeve and DEPOSIT the ballot in the Auxiliary Bin of the AccuVote Ballot Box.

IF YOU HAVE ANY OTHER ERROR MESSAGE ON THE SCREEN: TURN THE AutoMARK OFF, WAIT AND TURN IT BACK TO RE-SET. IF THE ERROR MESSAGE STILL APPEARS, CALL THE ELECTIONS OFFICE AT 781-5236 IMMEDIATELY.



GLOSSARY

The following terms are commonly used throughout this manual and in the instructional classes you attend. Knowing these terms will help you understand Election Day procedures more easily and make you more comfortable working with the voters.

Capitalized words are other terms defined in this glossary.

ABSENTEE BALLOT:	See VOTE-BY-MAIL Ballot
ABSENTEE VOTER:	See VOTE-BY-MAIL Voter
ACCUVOTE TAPE:	The tape on which reports are printed at the opening of polls and the closing of polls. The printer is located in the ACCUVOTE UNIT.
ACCUVOTE UNIT:	The optical scan unit used by San Luis Obispo County to count BALLOTS at the PRECINCT.
ADOPT-A-POLL:	Program where community groups are staffing various PRECINCTS on Election Day.
AFFIDAVIT:	See VOTER REGISTRATION CARD.
AUTOMARK VOTER ASSIST TERMINAL:	Allows disabled voters and those with special needs to mark their ballot unassisted. The unit does not tally or store votes. The marked ballots are placed in an envelope and then in the Auxiliary Bin of the ACCUVOTE UNIT during the day for safekeeping.
ASSISTED VOTER LIST:	See LIST OF ASSISTED VOTERS.
AUDIT REPORT:	Report run AFTER the closing AccuVote tape to show all the activity on the ACCUVOTE UNIT during Election Day. All PRECINCT WORKERS present during the Closing Procedure must sign this tape.
AutoMARK BALLOT STATEMENT:	Form used by the PRECINCT BOARD to account for number of AutoMARK BALLOTS and VOTERS. There are separate ballot statements for POLL and PROVISIONAL BALLOTS.

AV BALLOT:	See VBM BALLOT.
BAG #1 (BLUE):	See BLUE BAG
BALLOT:	The actual card on which each VOTER makes his/her choice on the issues to be decided at the current election. San Luis Obispo County prints three general types of ballots: Regular, Provisional and AutoMARK.
BALLOT BOX	The black box on which the ACCUVOTE UNIT is seated. The box consists of three separate compartments. One compartment stores the WRITE-IN BALLOTS, which are automatically separated from other VOTED BALLOTS after they are fed through the ACCUVOTE UNIT. One compartment stores the VOTED BALLOTS, and an auxiliary compartment, located on the side of the box, houses voted AutoMARK ballots and NON-PROCESSED BALLOTS (ballots that would NOT feed through the ACCUVOTE UNIT.)
BALLOT SERIAL NUMBER:	The identifying number on the stubs of each BALLOT. On the AccuVote ballots , the stubs are at the top of the ballot. The AutoMARK ballots have the stubs on the bottom . The VOTER STUB must be removed before the BALLOT is inserted into either the ACCUVOTE UNIT or the AutoMARK.
BALLOT STATEMENT (or BALLOT STATEMENT CERTIFICATE OF PACKAGING AND SEALING):	See POLL BALLOT STATEMENT.
BALLOT TYPE:	The unique combination of contests listed on a ballot card constitutes a ballot type. The BALLOT TYPE is indicated in a specific column in the COMBINED ROSTER-INDEX for each voter and on the top left corner of the ballot.
BLUE BAG	The bag for returning VOTED VOTE-BY-MAIL and PROVISIONAL BALLOTS to the REGIONAL COLLECTION CENTER election night, PRECINCT WORKERS will set up this bag into a box format with plastic supports inside election morning.
BOOTH:	See VOTING BOOTH.
CANVAS BAG (MAY ALSO BE BLACK NYLON):	Bag for PRECINCT WORKERS to return certain election supplies to REGIONAL/CENTRAL COLLECTION CENTERS election night.

CERTIFICATE OF PACKAGING AND SEALING	The bottom part of the POLL BALLOT STATEMENT. PRECINCT WORKERS present at closing will sign this verifying the accuracy of the election.
CHALLENGE LIST:	The list located on the front page of the COMBINED ROSTER-INDEX for Challenged Voters.
CHALLENGED VOTER:	A VOTER whose ELIGIBILITY TO VOTE is orally challenged by the PRECINCT BOARD for specific reasons.
COMBINED ROSTER-INDEX (or ROSTER):	The book where all VOTERS registered in the precinct are listed and the VOTERS sign. The roster contains an alphabetical listing of active voters, followed by an alphabetical listing of INACTIVE VOTERS (green pages). Some precincts may also have a page of LATE REGISTRANTS.
CONSOLIDATED (CON) PRECINCT:	Individual PRECINCTS are combined (or consolidated) into CONSOLIDATED PRECINCTS for voting purposes. General usage also shortens this to PRECINCT or CON PRECINCT.
CONTAINER FOR VOTED BALLOTS:	The box(es) in which your BALLOTS were delivered becomes the box(es) to return the VOTED BALLOTS to the REGIONAL or CENTRAL COLLECTION CENTER on ELECTION night.
COUNTY STUB:	The stub portion of the BALLOT that is stapled to the pad. AccuVote ballots have the COUNTY STUBS on the upper left side. On the AutoMARK ballots the COUNTY STUB is on the bottom . These stubs are retained and placed in ENVELOPE No. 5 after the close of the polls.
CROSSOVER VOTER: (PRIMARY ONLY)	A NON-PARTISAN or NON-DECLARED voter who wishes to vote for candidates in one of the POLITICAL PARTIES participating in the SEMI-OPEN PRIMARY.
DECLARATION OF PRECINCT OFFICERS:	The statement located on the inside front cover of the COMBINED ROSTER-INDEX (ROSTER). Each PRECINCT WORKER must sign this declaration and have it witnessed before beginning his/her assigned duties.
DEFLECTOR ARM:	The mechanism inside the BALLOT BOX which directs the BALLOTS with votes for WRITE-IN CANDIDATES into the appropriate bin.

ELECTION BOARD:	See PRECINCT BOARD.
ELECTION OFFICERS:	See PRECINCT WORKERS.
ELECTIONEERING:	Any activity which tries to influence VOTERS about an issue or candidate being voted on for the current election or the collection of signatures for initiative/recall/referendum petitions. This activity is prohibited within 100' of the building in which voting is taking place.
ELIGIBILITY TO VOTE:	Anything relating to whether or not a specific VOTER can vote on Election Day at your precinct
ENVELOPE No. 2:	The envelope for returning NON-PROCESSED BALLOTS, AutoMARK Ballots, the PROVISIONAL ROSTER, and completed VOTER REGISTRATION CARDS to the REGIONAL CENTRAL COLLECTION CENTER election night. The contents are listed on the front of the envelope.
ENVELOPE No. 3:	The envelope for returning WRITE-IN BALLOTS to the REGIONAL COLLECTION CENTER election night.
ENVELOPE No. 4:	The envelope for returning the COMBINED ROSTER-INDEX, POLL BALLOT STATEMENT, ACCUVOTE TAPE, and other items to the REGIONAL COLLECTION CENTER election night. The contents are listed on the front of the envelope.
ENVELOPE No. 5:	The envelope for packaging all SPOILED BALLOTS, UNVOTED BALLOTS removed from the shrink wrap, COUNTY STUBS from all Issued Ballots, and SURRENDERED Vote-by-Mail BALLOTS. This envelope is sealed and left at the POLLING PLACE. Contents are listed on the front of the envelope.
EXIT POLLING:	Surveys taken by the news media and others as VOTERS leave selected POLLING PLACES to predict the outcome of specific contests. The people taking an exit poll must be at least 25' from the polling place and not interfere with voting.

HELP AMERICA VOTE ACT (HAVA):	Federal legislation that requires uniform procedures at the polls for federal elections.
INACTIVE VOTER:	A VOTER who is listed in the second alphabetical listing in the COMBINED ROSTER-INDEX (green pages). They are allowed to vote if they can sign an oath affirming they have not moved. If they have moved, they vote PROVISIONALLY.
INACTIVE ROSTER:	The listing of INACTIVE VOTERS located at the back of the COMBINED ROSTER-INDEX. This alphabetical listing is printed on green paper.
ID ENVELOPE:	The IDENTIFICATION ENVELOPE for a vote-by-mail ballot. The voter must sign this envelope and the signature must match the signature on the voter registration card for the envelope to be opened & the ballot counted.
IDENTIFICATION ENVELOPE:	See ID ENVELOPE.
INSPECTOR:	The PRECINCT WORKER in charge of the PRECINCT BOARD at each PRECINCT.
LEAD INSPECTOR:	The INSPECTOR assigned extra tasks for each polling place. Their duties include responsibility for the AccuVote unit and contacting the polling place prior to election day.
LIST OF ASSISTED VOTERS:	List on the first page of the COMBINED ROSTER-INDEX where PRECINCT WORKERS note any VOTERS who received assistance Election Day.
MAIL BALLOT PRECINCT:	See VOTE-BY-MAIL PRECINCT. A PRECINCT with less than 250 voters that have not been assigned to a polling location. Voters living in these PRECINCTS are automatically sent VOTE-BY-MAIL BALLOTS.
MULTIPLE BALLOT PRECINCT	Voters who reside in a precinct containing multiple jurisdictions will vote on different issues. This means that more than one ballot type is sent to the precinct. PRECINCT WORKERS must be careful to issue the correct ballot to each voter. See also BALLOT TYPE.
NON-PROCESSED BALLOT:	A ballot not accepted ejected for reading by the ACCUVOTE UNIT. All NON-PROCESSED BALLOTS are placed in ENVELOPE No. 2 during the closing procedures, after they are tried through the ACCUVOTE UNIT one more time.

NYLON BAG:	See CANVAS BAG
OATH OF CONTINUOUS RESIDENCY:	The oath signed by INACTIVE VOTERS declaring that they live at the address shown on the INACTIVE ROSTER. This oath is located at the top of each page of the INACTIVE ROSTER in the COMBINED ROSTER INDEX. If the voter cannot sign the oath, they have to vote PROVISIONALLY & must be office a new voter registration form. They do not need to complete it at the precinct, but if they do, the completed card goes into Envelope No.2.
OUTSIDE INDEX:	A listing of VOTERS' names without addresses that hangs outside the POLLING PLACE. Two copies of this index are required to be placed at each polling place. VOTERS use this list to verify that they are at the correct PRECINCT. PRECINCT WORKERS line off who has voted each hour on one of these INDEXES and POLL WATCHERS use this list to track who has already voted.
PAV:	See PVBM (PERMANENT VOTE-BY-MAIL VOTER)
PERMANENT ABSENT VOTER:	See PERMANENT VOTE-BY-MAIL VOTER
PERMANENT VOTE-BY-MAIL VOTER:	A VOTER who has requested that a VOTE-BY-MAIL BALLOT be automatically mailed to him/her for every election.
POLLING PLACE or POLL:	The actual location where voters will vote on Election Day. A POLLING PLACE may contain more than one PRECINCT.
POLL BALLOT STATEMENT (or BALLOT STATEMENT/CERTIFICATE OF PACKAGING AND SEALING):	Form used by the PRECINCT BOARD election night to account for number of BALLOTS and VOTERS. There are also ballot statements for PROVISIONAL BALLOTS (located on the Provisional Roster) and AutoMARK BALLOTS.
POLL WATCHERS:	One or more person(s) who is/are interested in observing polling place procedures on Election Day. Poll Watchers may be designated to check the OUTSIDE INDEX to track who has voted each hour or they may be there to observe that proper procedures are followed. They may not interfere with voting or precinct work.

POLL WORKER(S):	Another name for PRECINCT WORKER(S).
POLITICAL PARTIES: (PRIMARY ONLY)	<p>There are currently six qualified political parties in California: American Independent, Democratic, Green, Libertarian, Peace & Freedom, and Republican. Voters who register with any other party are given NON-PARTISAN ballots.</p> <p>In Primary Elections, NON-PARTISAN and NON-DECLARED voters have the option of selecting a party specific ballot for those political parties whose party rules allow CROSSOVER VOTING.</p>
PRECINCT:	A specific geographical area. VOTERS within this area vote on a unique combination of contests.
PRECINCT ASSISTANT:	Former INSPECTORS who serve as Election Day rovers and resource for a number of CONSOLIDATED PRECINCTS.
PRECINCT BOARD:	The title for the group of PRECINCT WORKERS assigned to work at a CONSOLIDATED PRECINCT.
PRECINCT OFFICERS:	Another name for PRECINCT WORKERS.
PRECINCT WORKER(S):	The people assigned to a PRECINCT BOARD on Election Day.
PRECINCT NUMBER:	A specific number assigned to each CONSOLIDATED PRECINCT for identification purposes. The first number of the three digit designation indicates the supervisorial district in which the CONSOLIDATED PRECINCT is located, i.e. 301 is in the Third Supervisorial District.
PRECINCT SUPPLY TUB:	The large plastic tub delivered to the INSPECTOR containing the BALLOTS, the COMBINED ROSTER-INDEX, the OUTSIDE INDEXES and the other supplies needed to conduct the work of the PRECINCT on Election Day.
PROVISIONAL BALLOT:	A BALLOT issued to a voter whose ELIGIBILITY TO VOTE cannot be determined. There are various reasons for this. (See also PROVISIONAL BALLOT ENVELOPE and PROVISIONAL VOTER). After voting, the BALLOT is folded and sealed in a pink PROVISIONAL BALLOT ENVELOPE, then placed in the BLUE BAG.

PROVISIONAL BALLOT ENVELOPE:	A pink envelope used to contain a voted PROVISIONAL BALLOT. It must be completed legibly by both the PRECINCT WORKER and the VOTER. After the PROVISIONAL BALLOT has been placed inside the pink PROVISIONAL BALLOT ENVELOPE, it is sealed and deposited in the BLUE BAG.
PROVISIONAL BALLOT STATEMENT (located on the Provisional Roster):	Form used by the PRECINCT BOARD election night to account for number of PROVISIONAL BALLOTS and VOTERS. This pink PROVISIONAL BALLOT STATEMENT is located in the PROVISIONAL ROSTER.
PROVISIONAL CLERK:	PRECINCT WORKER with the responsibility of processing PROVISIONAL VOTERS and accepting RETURNED VOTED VOTE-BY-MAIL BALLOTS. This task may be done by the INSPECTOR or assigned to another PRECINCT WORKER at the discretion of the INSPECTOR.
PROVISIONAL ROSTER:	A pink Roster for provisional clerk to enter PROVISIONAL VOTERS' names and addresses and for PROVISIONAL VOTERS to sign. It also contains the pink PROVISIONAL BALLOT STATEMENT. It is placed in Envelope No. 2 for return to the REGIONAL COLLECTION CENTER election night.
PROVISIONAL VOTER:	A VOTER whose ELIGIBILITY TO VOTE cannot be determined by the PRECINCT BOARD on Election Day. This VOTER must vote a PROVISIONAL BALLOT. It is always preferable that voters vote in the correct precinct to ensure they vote for every contest to which they are entitled. If the voter insists on voting even though they may be in the wrong precinct, make a notation on the PROVISIONAL BALLOT ENVELOPE. See pages 34-38 for details.
PVBM	An abbreviation for PERMANENT VOTE-BY-MAIL VOTER.
REGIONAL/CENTRAL COLLECTION CENTER	The locations throughout the county where BALLOTS and other supplies will be returned ELECTION night. These locations are listed in the Precinct Worker Manual.
ROSTER:	See COMBINED ROSTER-INDEX.
ROSTER LINE NUMBER:	The pre-printed number next to the voter's name in the COMBINED ROSTER-INDEX. This number is used as an aid in marking the OUTSIDE INDEXES.

<p>SECRECY SLEEVES (AccuVote):</p>	<p>Sleeves or folders used to allow the VOTER to feed his/her BALLOT through the ACCUVOTE UNIT with complete privacy. All voters, except those receiving PROVISIONAL BALLOTS must receive a SECRECY SLEEVE with their AccuVote ballot.</p>
<p>SECRECY ENVELOPES (AutoMARK):</p>	<p>SECRECY ENVELOPES are used to maintain the secrecy of the AUTOMARK BALLOTS.</p> <p>The VOTER places the envelope around the Ballot Feed Tray and “catches” the BALLOT as it is ejected from the AutoMARK.</p>
<p>SEMI-OPEN PRIMARY: (PRIMARY ONLY)</p>	<p>Allows voters who are registered NON-PARTISAN or are NON-DECLARED to select one of the party ballots from those parties whose party rules allow NONPARTISAN or non-declared voters to vote on its ballot</p>
<p>SPOILED BALLOT:</p>	<p>A BALLOT on which a VOTER makes an error. The voter returns the SPOILED BALLOT to the PRECINCT BOARD to obtain a new one. The PRECINCT WORKER writes “SPOILED” across the face of the spoiled ballot.</p> <p>A VOTER may receive no more than three BALLOTS.</p>
<p>STREET GUIDE:</p>	<p>The alphabetical listing of all street addresses within each city or town that indicates the assigned PRECINCT and POLLING PLACE for each address. Used to assist VOTERS in locating their correct PRECINCT.</p>
<p>SURRENDERED VOTE-BY-MAIL BALLOT:</p>	<p>An unvoted or spoiled VOTE-BY-MAIL BALLOT, enclosed in the IDENTIFICATION ENVELOPE, which is given to the PRECINCT BOARD on Election Day so the VOTER can vote a BALLOT at the PRECINCT.</p>
<p>TALLY SHEET:</p>	<p>The sheet at the back of the COMBINED ROSTER-INDEX which is used to keep track of the number of VOTERS who have signed the ROSTER and the number of BALLOTS which have been issued.</p>
<p>UNUSED BALLOTS:</p>	<p>The ballots that have not been voted on Election Day. UNUSED BALLOTS which have been removed from their shrink wrap packaging are sealed in ENVELOPE No. 5. UNUSED BALLOTS still in the shrink wrap are placed in the PRECINCT SUPPLY TUB.</p>

VBM	An abbreviation of VOTE-BY-MAIL BALLOT
VOTED VOTE-BY-MAIL BALLOTS:	VOTE-BY-MAIL BALLOTS that are voted and returned to the POLLING PLACE on Election Day. VOTED VOTE-BY-MAIL BALLOTS must be in an IDENTIFICATION ENVELOPE and signed. They must be tallied on the PROVISIONAL ROSTER before being placed in the BLUE BAG.
VOTE-BY-MAIL BALLOTS	A ballot requested in advance by a VOTER so that he/she can mail in the ballot before election day instead of voting at the polling place OR a ballot sent to a VOTER living in a VOTE-BY-MAIL PRECINCT.
VOTE-BY-MAIL VOTER	Someone who has requested a VOTE-BY-MAIL BALLOT or who lives in a VOTE-BY-MAIL PRECINCT.
VOTED BALLOTS:	All ballots that have been cast by the voters at the polling place. They will be placed in the CONTAINER FOR VOTED BALLOTS (ACCUVOTE BALLOTS), BLUE BAG (PROVISIONAL and VOTE-BY-MAIL BALLOTS), ENVELOPE No. 2 (NON-PROCESSED AND AUTOMARK BALLOTS) , or ENVELOPE No. 3 (WRITE-IN BALLOTS) and returned to the REGIONAL/CENTRAL COLLECTION CENTER election night. See page 14 for the closing procedure election night.
VOTER:	A person who is a citizen of the United States, a resident of California, is 18 years old on election day, is not in prison or on parole for having committed a felony, and has completed a VOTER REGISTRATION CARD. A VOTER must have registered in his/her county of residence at least 15 days before the election to be eligible to vote.
VOTER ASSISTANCE CLERK (formerly MasterRoster Clerk)	The worker assigned to those polling places that have a large number of voters and multiple precincts. This person is located near the entrance of the polling place and assists voters by directing them to the proper precinct by looking up their address in the STREET GUIDE.
VOTER REGISTRATION CARD (or AFFIDAVIT):	The form completed under penalty of perjury by a VOTER to certify his/her eligibility to VOTE.

VOTER STUB:	The part of the stub retained by the VOTER as proof that he/she has voted. The VOTER STUB is at the top right corner of the ACCUVOTE BALLOT and at the bottom of the AutoMARK BALLOT.
VOTING BOOTH:	The privacy booths where VOTERS mark their BALLOTS.
VOTING SYSTEM CLERK (FORMERLY VOTING SYSTEM SPECIALIST):	The PRECINCT WORKER assigned to assist VOTERS using the AUTOMARK UNIT, also called the AUTOMARK VOTER ASSIST TERMINAL. This clerk may be assigned by the Clerk-Recorder or by the INSPECTOR and has a specific procedure manual to use Election Day.
WRITE-IN BALLOT:	A BALLOT that has at least one WRITE-IN CANDIDATE written in one of the write-in space(s) provided for each contest. WRITE-IN BALLOTS are automatically sorted in a separate compartment in the BALLOT BOX and placed in ENVELOPE No. 3 after the polls close for return to the REGIONAL COLLECTION CENTER election night.
WRITE-IN CANDIDATE:	A candidate who has completed the requirements to be a qualified write-in and whose name is not listed on the BALLOT. The list of qualified write-in candidates for each election must be placed on the PRECINCT BOARD table for voters to see.

INSPECTOR/LEAD INSPECTOR CHECKLISTS

PRE-ELECTION DAY (**Lead Inspector Information is in bold**)

Done	Task – All tasks include the question; Have you called precinct assistant or office with questions or discrepancies?
	Reviewed Manual? Marked items of special interest?
	Checked supplies in tub against list provided?
	Roster assembled -- letter tabs placed, first time voters & different ballot types (if applicable) highlighted?
	Received final lists from Elections & put late registrant list in Roster?
	Received final lists from Elections & marked late VBM's in Roster?
	Marked late VBM's on Outside Index with "marked" on the front? Other Outside Index left clean?
	Understand Inactive procedure (review manual)?
	Understand multiple ballot types, also called split ballot types?
	Understand "crossover" voting, (review manual)? (PRIMARY ONLY)
	WITHOUT OPENING PACKETS, checked poll and provisional ballots? <ul style="list-style-type: none"> ● ballot matches sample ballots provided in tub? ● counted ballots? (packets have 50 or 10) ● numbers are the same as listed on the Ballot Quantity Worksheet? ● checked AutoMARK ballots in the same manner?
	Filled in Poll Ballot Statement? Provisional Ballot Statement? AutoMARK Ballot Statement?
	Understand information in Blue Bag? Practiced putting Blue Bag together so it will stand upright as a box? (NOTE: Do NOT put in Blue Bag seal!)
	Called workers? Attendance at training strongly encouraged? Set time to be there Election morning? Discuss meal needs?
	Building key/entry arrangement? Checked with other inspectors (if any) for help setting up polling place day before & Election Day coordination?
	Day before set-up planned?
	Schedule of breaks prepared? Schedule of jobs for workers during day prepared?
	If you have any 1 st time workers, practice session scheduled (if necessary)?
	Cell phone #'s exchanged?
	Know how to work county issued cell phone?

PREPARING FOR OPENING ELECTION MORNING (**LEAD INSPECTOR INFORMATION IS IN BOLD**)

Done	Task – All tasks include the question; Have you called precinct assistant or office with questions or discrepancies?
	Election Day set up: Precinct set-up efficiently (if possible ahead of time)?
	Table(s) set-up efficiently (if possible ahead of time)?
	Inside information posted (if possible ahead of time)?
	*****REMINDER!!**Leave NO ballots or Rosters at polling place** REMINDER!!*****

ELECTION DAY CHECKLIST
(LEAD INSPECTOR INFORMATION IS IN BOLD)
 ELECTION MORNING SET-UP

Done	Task – All tasks include the question; Have you called precinct assistant or office with questions or discrepancies?
	AccuVote Unit set up first, plugged in & running correctly?
	Other workers continuing with other opening procedures?
	ALL WORKERS PRESENT SIGNED OPENING ACCUVOTE TAPE?
	All necessary information posted?
	Badges worn, <i>including precinct number?</i> Pins for all (or check with Precinct Assistant to obtain pins for all?)
	Precinct set up efficiently? (if not already done)
	Table set up efficiently (if not already done)? Materials out for voters?
	One pack of ballots open per party (Primary only) or Ballot Type (if applicable) – starting with the lowest number?
	Inside front cover of roster signed and witnessed?
	Provisional Specialist prepared; all supplies out?
	Blue Bag put together correctly & set out by Provisional Specialist?
	Workers know job to begin the day?
	Everyone knows lunch/dinner/break schedule but understands it may change?
	Write-in list posted where voters can see?
	AutoMARK Envelopes by Roster Clerk?
	AutoMARK set up?

THROUGHOUT ELECTION DAY

Done	Task – All tasks include the question; Have you called precinct assistant or office with questions or discrepancies?
	Using Tally Sheet at the back of the Roster correctly?
	Using Outside Index Tally System correctly?
	Marking out correct Outside Index hourly?
	Balanced each hour as time allows? Double check all your figures to find errors soon <ul style="list-style-type: none"> • Number of voters on the Tally Sheet (will equal signatures in the Roster?) • Number of voters listed on the Outside Index Tally System? • Number of voters on the AccuVote unit? (remember to track non-processed & AutoMARK ballots)
	Workers know the jobs throughout the day?
	Voting booths being checked after each voter?
	Provisional/Returned Voted Vote-by-Mail Specialist using process correctly? <ul style="list-style-type: none"> • Envelope completed correctly? • Roster lines completed correctly? • Tally Sheet being used correctly?
	AccuVote Clerk reading LED display correctly? Knows how to check for jammed ballots?

**PREPARING FOR CLOSING
(LEAD INSPECTOR INFORMATION IS IN BOLD)**

Done	Task – All tasks include the question; Have you called precinct assistant or office with questions?
	Looked over Closing Procedure in manual once more? Looking over Closing Checklist below?
	Regional/Central Collection Center location known?
	Inspector knows who goes with them to the Regional/Central Collection Center in the same car?
	Know which forms/seals need to be signed?
	Workers know jobs after closing? Know where to look for those supplies?
	Know how to secure building?
	Closing AccuVote Procedure known?
	Closing AutoMARK procedure known?

CLOSING CHECKLIST (LEAD INSPECTOR INFORMATION IS IN BOLD)

Done	Task – All tasks include the question; Have you called precinct assistant or office with questions or discrepancies?
	Closing AccuVote Procedure followed? (in the separate yellow AccuVote manual or the AccuVote section of this manual). AccuVote closed first?
	Other workers continuing with other closing procedures?
	ALL workers present signed ALL AccuVote tapes? <ul style="list-style-type: none"> ●2 copies of closing tape ●audit tape
	Hang outside copy of AccuVote tape on polling place door?
	Seals signed? <ul style="list-style-type: none"> ●Seal(s) for Container(s) for Voted Ballots ●Seal for Envelope No. 5
	Payroll signed?
	Back Roster Closing Certificate signed & number of voters written in?
	Ballot Statement completed & signed?
	Container(s) for Voted Ballots sealed? In canvas bag for delivery?
	Envelope No. 3 contains Write In ballots for your precinct only?
	Envelope No. 4 contains: <ul style="list-style-type: none"> ●Combined Roster-Index with signed front and back covers? ●Two Outside Indexes? ●Payroll Sheet signed by all? ●Yellow Copy of Poll Ballot Statement? ●AccuVote SIGNED results tape & audit tape? ●Poll Ballot Quantity Worksheet?
	Signs left in voting booths? All other inside & outside signs removed carefully, placed in supply tub to reuse if possible?

Done	Task – All tasks include the question; Have you called precinct assistant or office with questions or discrepancies?
	All other materials returned to precinct supply tub including Envelope No. 5? Envelope No. 5 left at precinct?
	AutoMARK supplies put into precinct supply tub?
	Voting booths left up for County Crew to collect, with supply tub & black empty ballot box?
	White copy of Poll Ballot Statement put in envelope & dropped in post office/mail box Election night?
	Two people taking Envelope No. 2, 3, 4, Blue Bag, voted ballots, AccuVote unit to Collection Center in the same car?
	Secured the building?

