

Board Members:

Jeff Monroe, Chairman
Kathlene Applegate
Bethe A. Goldenfield
Lori Viars



Brian Sleeth
Director

Shari Huff
Deputy Director

BALLOT TABLE INSTRUCTION MANUAL

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Although you are assigned to a precinct for scheduling purposes, you should think in “location mode” instead of as an individual precinct. You will work as a **location** to set up, serve voters, give breaks, and clean up. This cooperation benefits everyone as the location runs more efficiently.

This manual is reference for the voting flow at the location and specifically the **Ballot Table**.

Election Morning

- As you are aware, all ePollbooks are set up in a central location near the entrance of the polling room. For greater efficiency we are now keeping ALL the ballots for your location TOGETHER, on one or two tables, located adjacent to the ePollbook Station. These tables will be set up so that the Precinct Election Officials working at the Ballot Table can easily hand ballots to those manning the ePollbooks. **There must always be always 1 Democrat and 1 Republican securing this Ballot Table.**
- When setting up the Ballot Table first thing in the morning find the black precinct ballot bags locked in the security cart. Look through **each** precinct bag familiarizing yourself with the splits for that precinct. Remove one small stack of ballots for each set leaving the rest of the quantity in the bag. For instance- In Precinct 1, if there are 850 Split 1 ballots- find the stack **starting at stub number 0001** and set that on the table. (It is crucial that you begin with the lowest stub number!) If there are 100 ballots for Split 2- **find the stack starting with 2001** and set that on the table. (*Split 3 ballots start with 3001 and Split 4- 4001 etc*) There is no need to remove the full quantity of each ballot

set. Leave the other stacks in the precinct bag below the Ballot Table. Repeat this for each precinct in your location ensuring that all splits are clearly identified and available.

- **In the location security cart's plastic tub you will find small precinct numbers that you can use on the table to identify the stacks on your table at a glance.**
- During the day keep Soiled/Defaced ballots securely stored in the black precinct bags, of (see below) as well as Provisional ballots sealed in precinct specific Provisional envelopes. During the closing procedures these ballots will need tallied for the Ballot Accounting Chart, but they will be returned to the BoE at the end of the night in the Blue Voted Ballot bag with the other voted ballots from the ClearCast scanners.
- To avoid confusion each person working the Ballot Table should be assigned to specific ePollbooks and help only their assigned station(s) with ballots. Those PEOs working the Ballot Table should work together to best serve voters, but each "Ballot Runner" should be careful to provide the correct ballot to the ePollbook station who requested it.
- When detaching the correct ballot from the stack, be careful to remove just one ballot, leaving the stub for the voter to remove. (Each stub now contains a bar code that the ePollbook station will use to record the stub number for the ballot.)
- ***The process will be as follows:*** After the voter's ID is verified and they sign the ePollbook, the PEO checking them in will ask the Precinct Election Official assigned to their station as their Ballot Runner, for the correct ballot based on the voter's record. Based on the request, hand the Precinct Election Official at the ePollbook, the correct ballot/split (*and party when applicable*). Using the ePollbook, they will scan the bar code from the bottom of the ballot and the ePollbook will automatically record the stub number for the voter directly in their record.
- If a voter approaches your Table after making a mistake/messed up their ballot, or *during Primary Elections changes their mind on a party ballot*: you must send the voter **with their ballot**, back to the ePollbook Station to be reprocessed. After the ePollbook Station has verified the ballot they are returning, someone from your Table will place the returned ballot in the Soiled/Defaced envelope. (The soiled/defaced envelope can be found in the accordion folder with the VLM). Keep all soiled/defaced ballots in the envelope and returned in the Blue Voted Ballot Bag

- *If applicable:* If there are Write-In candidates on the ballot for your precinct/location you will be given a list of names. This list must not be displayed and only given to a voter who requests to see it. *(Ask to have the list back from voter after they are finished voting)*
- ClearCast Scanners can accept any ballot from your location. You can offer help from the table to voters needing assistance at the ClearCast Scanner but should **never** leave the table with only one party present. When helping, try your best to not look at a voter's ballot. It should be the voter who scans the ballot at all times.

*A few reminders:

- To avoid confusion each person working the Ballot Table should be assigned to specific ePollbooks and help only their assigned stations with ballots.
- *When possible,* the Ballot Runner should be of the opposite party to the PEO they are assisting at the ePollbook Station.
- **There must always be always 1 Democrat and 1 Republican working at this Ballot Table.** *When you leave this table for breaks, it is your responsibility and duty to make sure that someone of the same party is replacing you.*
- If something does not seem right or you see workers not following the procedures, it is your duty to either bring it to their attention or call the Board of Elections office immediately.

Closing the Polling Location

- After 7:30p.m. and after all the voters have been given their ballots in your location, you can separate the ballots by precinct and load the leftover un-voted ballot stacks into the bottom of the **black** ballot bag(s) (marked with the precinct number.) Put this bag **unlocked** onto the security cart.
- All voted provisional envelopes should be in the marked Provisional plastic designated for return inside the Blue Ballot bag. These provisional envelopes will need to be counted for Ballot Accounting but the bags will be returned in the Blue Ballot bag.
- All soiled and defaced envelopes should be returned in the Blue Ballot bag.
- After your specific end of the night task is completed find someone else to help. No one should leave until the entire location has been cleaned up. Working together as a location complete the following

General Closing Tasks

1. Voting booths should be disassembled.
2. The ClearCast Scanner shall be placed in its numbered specific case. The scanner number is on the side and the case has the number clearly displayed.
3. The ClearAccess ADA Unit with printer shall be placed in its appropriate case.
4. All Voting equipment should be placed back onto the Security Cart.
5. All signage should be taken down with the exception of the results that should be posted on the outside of the location door.
6. *If applicable*: all tables and chairs at the location should be put away.
7. It is imperative that we DO NOT leave the location a mess. All trash should be thrown away. Make sure voters did not place the “I Voted Stickers” anywhere in the location.
8. Notify the Board of Elections immediately if there is any damage to the location.



The following procedures are suggested in case of an emergency. The safety of voters and election officials are paramount. Please use good judgment in any emergency situation. Once the location is secure please resume voting as soon as possible.

Unruly Voter:

As a team of at least two people, try to calm the voter. If possible, move the voter away from the voting area. If the voter persists with unacceptable behavior, warn them that you will have to call the Police and have them removed. Then you must call the Board of Elections and your Troubleshooter.

Unruly Protesters Interfering with Voters:

If you receive complaints then call your Troubleshooter and the Board of Elections. They will send a representative out ASAP to assess the situation. As a last resort, in a team of at least two election officials, try to calm the protester and explain that they must be 100 feet from the entrance and not interfere with the voters accessing the building.

Bomb Threat:

Take notes and detail as much as you can from the caller. Stay on the phone with the caller and have another worker call 911. Ask caller where bomb is located and when it is set to go off. Calmly evacuate voters, election officials and staff to a safe location. (*Election Officials should stay in a group*) Secure all ballots and memory card if possible. When safe call the Board of Elections for further instruction.

Fire/ Fire Alarm/ Bad Weather:

Call 911 and calmly evacuate voters, election officials and staff to a safe location. Secure all ballots and memory card if possible. When safe, call the Board of elections for further instruction.

Suspicious Person or Package:

Alert the other election officials and call 911. Do not approach person or package. Try not to cause alarm to others. Call the Board of Elections.