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VOTER ASSISTANCE TABLE INSTRUCTION MANUAL

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You are receiving this instruction manual because you are working in a location with 3 or more precincts. *(At 1 and 2 precinct locations you may decide to have a Voter Assistance Table on an as needed basis.)*

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 **Voter Assistance Table**.

Election Morning

- As soon as you arrive at the location find the Location Coordinator. They are responsible to coordinate all Election Official positions in the location.
- Each location will have one Ballot table placed at the ePollbook Station. There must always be at least 1 Democrat and 1 Republican working at this table. The PEOs will provide the correct ballot to the ePollbook station as the ePollbook now has the capacity to confirm that the correct ballot is given to each voter. Their stub number will be scanned into their record by the PEO at the ePollbook Station who processed them.

- If it has been determined that a voter must vote a Provisional Ballot, the voter will be given provisional envelope and their ballot, and they will be instructed to proceed to the Voter Assistance Table. The ePollbook station should mark on the right upper corner of the envelope, the precinct, split and stub number of the ballot they will be voting. *If they skip this step, please complete this step as we need that information when processing the provisional ballot.*

PROCESSING A PROVISIONAL VOTER

- Ask the voter to fill out ALL required sections. After the voter has completed all sections of the envelope, you will need to complete the checklist on the back of the envelope to review for accuracy. *(The ePollbook Station may have already checked why the voter is voting provisionally but that can be left blank if it isn't completed.*
- Once the envelope is complete instruct the voter to proceed to a voting booth and after voting, leave the stub on the ballot, seal the ballot in the envelope and return the provisional envelope to the Ballot Table.

HELPING WITH ADA VOTERS

- If a voter requests to use the ADA equipment the ePollbook station will process their record and provide you with a piece of paper with their ballot style and split *(and party-if applicable)*
- Alert a VLM or the Location Coordinator to log into the ADA equipment while you are getting the blank ballot from the security cart.
- Use the precinct and split information to log on the envelope before retrieving a blank ballot from the Security cart.
- Remove the stub from the ballot paper- give the stub to the voter and place the paper in the printer tray.

- Offer help to the voter or provide the laminated instructions for using the ADA equipment.
- After the voter has made their selection and printed their ballot remind the voter to scan their ballot in the ClearCast scanner before leaving the location. If they require assistance in scanning their ballot be sure and have a member of both parties assist in the scanning.
- After the voting is completed remind the voter to stop at the Stub Table (or offer to do it for them) to relinquish their stub before leaving.

*A few reminders:

- Please do not send a voter to the ePollbook Station if their envelope is not fully completed.
- The Voter Assistance Table does not have to be manned at all times. The Location Manager will schedule your breaks/lunch and there may be times when no one is able to replace you. You must alert the ePollbook Station of your absence. If the Voter Assistance Table is closed, then provisional voters will be helped at the ePollbook Station.
- Voters requiring more assistance or those needing to use the ADA equipment will also be sent to your table.
- If the location has absent workers, you may be asked to help in other aspects of the polling location and close down the Voter Assistance Table.
- 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 checked in, you may begin to pack up your provisional supplies.
- Take down table and chairs and store them as directed. The Voter Assistance Table supplies should be taken to the Location Coordinator for return.
- After your specific end of the night task is completed find someone else to help. No one should leave the location until the entire location has been cleaned up. The Trouble Shooter should have already discussed where the equipment needs placed at the end of the night. Working together as a location complete the following:

General Closing Tasks

1. Voting tables should be disassembled.
2. ClearCast Ballot Scanner shall be placed in its precinct specific case. The scanner number is on the side and the case has the number clearly displayed.
3. ClearAccess ADA unit with printer shall be placed in its appropriate case.
4. *If applicable all tables and chairs at the location should be put away.
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. 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.
7. Notify the Board of Elections immediately if there is any damage to the location.
8. All Equipment should be placed back onto the Security Cart. (*Follow the packing picture attached to cart*)



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.

