

Election Duties

TABLE INSPECTORS:

The duty for an inspector is to process voters and ensure election law. Table inspectors may rotate duties if desired, however they **do not** sub in for machine inspectors.

Pollbook Inspector -

- Find voter's name in the poll book and verify address (date of birth is used to distinguish voters with the same name)
- Cover signature, turn poll book and Instruct voter to sign in his/her signature box.
- Initial the correct line.
- Tell the poll book inspector what the ballot stub number is.
- Record the ballot stub number in poll book.
- Place the ballot inside the privacy sleeve and hand it to the voter.
- For affidavits or court orders, send directly to AFFIDAVIT TABLE

MACHINE INSPECTORS:

Machine inspectors are to alternate overseeing the machine, assisting with voter issues, making phone calls to the BOE, inspecting privacy booths, and collecting the privacy sleeves. (PLEASE DO NOT INTRUDE OR HOVER, BUT BE ALERT AND AVAILABLE TO ASSIST VOTERS, IF NECESSARY). Machine inspectors will also sub in for table inspectors as needed for breaks and meals. Table inspectors do not sub in for machine inspectors.

- Follow opening and closing machine directions using both machine inspectors.
- Stand back from machine to ensure voter privacy.
- Be ready to assist voter verbally. Only assist physically **if** the voter requests it. Any physical assistance must include a bipartisan team.
- The second inspector will assist the table inspectors by calling the board of election with any voter issues.
- Keep inspector table stocked with privacy folders left at the machine.
- In case of scanner breakdown, call the Board of Elections, unlock Emergency Ballot compartment, and instruct voters to drop the ballot (Not Privacy Folder) into the slot.
- Be prepared for AVS (Accessible Voting) voters. Use instructions in Machine Inspectors manual. Be available if voter needs assistance with process.
- Two Machine Inspectors must be present for any repairs to voting machines.
- Fill in where needed.

CHAIR PERSONS:

Chairpersons are chosen to ensure election law is being followed. A chair person is **not** someone who rules everyone. A chair person is a person that is chosen to take suggestions and remain objective. They are an overseer, mediator, organizer, and supporter. Chairpersons **DO NOT** have to be the one to complete all paperwork, but they **DO** have to ensure that it is done completely and to the best of their ability. They ensure that policy and procedures are being followed and ask for assistance if necessary.

AFFIDAVIT PERSON: Process all affidavit voters at poll site. See Affidavit person with questions.

**IF YOU FEEL THAT YOU OR SOMEONE ELSE AT THE
POLL SITE CAN NOT FOLLOW THESE REQUESTS THEN
PLEASE SEE SOMEONE AT THE BOE TO DISCUSS**

Come with a positive attitude.

Dress comfortably, but tastefully.

Patriotic clothes are acceptable but nothing that suggests a political affiliation, a candidate or an issue.

You may have a cell phone but do not talk and/or text all day.

Be professional. You represent this office.

No political talk. Stick to non-controversial topics.

Please park further away from building.

Arrive at least $\frac{1}{2}$ before polls open.

Have team meetings. Discuss who is doing what, go over last minute information, procedures and roles.

Remember your name tags.

Be courteous and welcoming TO EVERYONE.

Follow all procedures that have been discussed and provided to you.

If there is a question or problem, call the BOE

ADA COMPLIANCE

**Create a Welcoming Environment through
Communication, Assistance and Accommodations**

- 1) Set up the ATI even if you do not think you will use it.**
- 2) Use all temporary solutions and signage we have provided.**
- 3) Notify the BOE if you see anything that would make us non-compliant that is not being addressed.**
- 4) Notify the BOE if you witness a voter struggling with an issue so that we can attempt address it.**

Madison County Board of Elections

(315)366-2231

BOECommissioners@madisoncounty.ny.gov

PACK IN BALLOT BAG

- Unused Ballots
- Voted Ballots
- Ballots with Write-ins in write-in folder
- Spoiled Ballot Return Envelope
- Unscanned Ballot Return Envelope

- Pollsite Ballot Inventory Form (**Only for Delivery**)
(Completed form returned in green envelope)

RED SECURITY POUCH - LX1

TRAINING TOWN
3965 Carter Rd, Canastota, NY 13032

Seal in pouch at Close of Polls

Opening & Closing receipt tape
Pollworker Memory Card

PLEASE RETURN TO MADISON COUNTY
BOARD OF ELECTIONS 315/366-2231

ImageCast Supplies

This pouch must not be opened until an Inspector from each party is present on the day of the Election.

Pollsite _____ **Machine #** _____
Opening
Pouch Seal # _____

Seal in bag at Close of Polls

<input type="checkbox"/>	Security Checklist	<input type="checkbox"/>	Ballot Inventory Form(s)
<input type="checkbox"/>	ICE Keys	<input type="checkbox"/>	All Seals & Seal Clippers
<input type="checkbox"/>	Courier Certificate	<input type="checkbox"/>	Absentee Ballots (if any)

Closing Seal # _____

AFFIDAVIT BALLOTS

This pouch must not be opened until an Inspector from each party is present on the day of the Elections

Poll site _____

OPENING SEAL # _____

SEAL IN BAG AT CLOSE OF POLLS:

CLOSING SEAL # _____

Signs and Sign Folder

There are many signs that we provide you with. If there is one that is not included that you feel you need please write us a note in the notebook.

This is a list of the different signs available:

Sample Ballot	Notice to voters	Vote here
Voter's bill of Rights	Ballot review	Inspector sign up
How to vote	No Electioneering	Accessible information
How to mark your ballot	Voting Entrances and Exits	District Information
Voting with arrows		

At the beginning of the day make sure:

- Sample Ballot is displayed on the sign board. You must include a sample of the props as well as the candidates.
- The "How to Mark your Ballot" must be posted each marking booth.
- "Vote Here" sign is setup outside the polling site.
- "No Electioneering" is posted 100 feet from polling place. This sign can be posted on polling site door and other places to ensure that voters see it.
- Other directional signage is posted to ensure that the voter can see where he/she is to vote.

NAME AND ADDRESS CHANGES

NAME: If a voter's name has changed from what is listed in the poll book, have them sign their name as it appears, then sign their new name below.

Complete the form that follows these directions.

ADDRESS: If a voter's address has changed, do not let them sign the poll book. Do not change the address in the poll book. Call the BOE to ensure that the voter is in the correct polling site.

If they are at the correct town/ward/district have them complete the voting process with you. The inspector completes the form that follows these directions.

If they are at the correct town/ward and district the inspector needs to send voter to correct table or poll site. A **VOTER MUST VOTE WHERE THEY RESIDE**. They would then vote affidavit. You would find this information out by calling the Board of Elections.

Madison County Board of Elections

315-366-2231

NAME/ADDRESS CHANGE

NAME: _____

ADDRESS: _____

VOTER ID # _____

NEW NAME: _____

NEW ADDRESS: _____

NAME: _____

ADDRESS: _____

VOTER ID # _____

NEW NAME: _____

NEW ADDRESS: _____

NAME: _____

ADDRESS: _____

VOTER ID # _____

NEW NAME: _____

NEW ADDRESS: _____

NAME: _____

ADDRESS: _____

VOTER ID # _____

NEW NAME: _____

NEW ADDRESS: _____

NAME: _____

ADDRESS: _____

VOTER ID # _____

NEW NAME: _____

NEW ADDRESS: _____

NAME: _____

ADDRESS: _____

VOTER ID # _____

NEW NAME: _____

NEW ADDRESS: _____

FORMS OF IDENTIFICATION TO BE ACCEPTED AT THE POLLING PLACE

IDENTIFICATION TO BE ACCEPTED AT THE POLLING PLACE MUST BE EITHER:

1. A current and valid photo identification with the voter's name and picture.

Examples include, but are not limited to:

- ✓ passport
- ✓ driver's license
- ✓ non-driver's ID card
- ✓ student identification card
- ✓ pistol or firearm permit
- ✓ pilot's license
- ✓ military identification
- ✓ government identification

2. A copy of a current utility bill, bank statement, government check or paycheck, or government document that shows the name and address of the voter. Examples include, but are not limited to:

A "current utility bill" would include:

- ✓ Gas, telephone, electric, water or other utility bill

A "bank statement" would include:

- ✓ Statement from a banking institution or credit union

A "government check or paycheck" would include:

- ✓ Social security administration check statements
- ✓ A government or military paycheck or paycheck stub

"Other government document" would include:

- ✓ Hunting, fishing or trapping license
- ✓ Electronic benefit transaction (EBT) cards
- ✓ Public housing lease and rent statements and agreements, or rent statement agreements provided pursuant to subsidized housing programs
- ✓ Public housing identification cards
- ✓ Tuition statements or bills from public colleges and universities
- ✓ Bills from a federal state, or local government
- ✓ Discharge certificates, pardons, or other official documents issued in connection with the resolution of a criminal case, indictment, sentence or other matter, in accordance with state law
- ✓ Government homeless shelter identification cards

VOTER NEEDING TO BE REMOVED FROM POLL BOOK

A VOTER CAN ONLY BE TAKEN OUT OF THE POLL BOOK IF THE BOARD OF ELECTIONS HAS SOME KIND OF PROOF.

IF A VOTER COMES IN AND STATES THAT ANOTHER VOTER IS DECEASED, HAS MOVED OR CAN NO LONGER VOTE, THEY **MUST** FILL OUT A POLL REMOVAL FORM IN ORDER FOR THAT TO HAPPEN. A SPOUSE, PARENT OR CHILD MUST COMPLETE THIS IN ORDER FOR US TO REMOVE THE VOTER.

THE FORMS ARE AS FOLLOWS

PLEASE SEND BACK WITH CHAIRPERSON PAPERWORK

MADISON COUNTY
Board of Elections



County Office Building
PO Box 666
Wampsville, NY 13163
Telephone: 315-366-2231
Fax: 315-366-2532

BOEcommissioners@madisoncountyny.gov

*Democratic
Elections Commissioner*
Laura P. Costello

Deputy Commissioner
Laura A. Martino

*Republican
Elections Commissioner*
Kelley S. Hood

Deputy Commissioner
Mary F. Egger

I am writing to confirm that _____, birth
date _____ is no longer able to vote in Madison County due to:

- Move out of the County/State
- No longer capable of voting
- Personally requested to be removed from the rolls
- Death

In order to make this change in our files we need written verification. Please fill in
the information required and return this form.

Thank you,

MADISON COUNTY BOARD OF ELECTIONS

I, _____ verify that the individual named above is no
longer qualified or competent to vote in Madison County and request removal from
the Madison County Voter registration list.

Print name

(Signature)

(Date)

Relationship (if not said individual):

- Spouse
- Parent
- Child

NO ONE IS DENIED A BALLOT

AFFIDAVITS / COURT ORDERS

IF THE VOTERS NAME IS NOT IN THE POLLBOOK:

- Ask your partner to try and find the name
- Ask the voter to spell their name
- Ask the voter if they have moved recently
- If a multiple district poll site, check other districts.

If the voters name is not in your poll book; they are **NOT** allowed to vote on the machine without a court order. Send them to the affidavit/court order table once given the Notice to Voters. (Rip off in zip bag in beginning of this book)

NOTICE TO VOTERS
Election Law Section 8-302(3)(a)

IF YOUR POLL RECORD IS MISSING, OR IF YOU WERE ASKED TO PRESENT IDENTIFICATION AND DID NOT DO SO, OR FOR A PRIMARY ELECTION, YOUR POLL RECORD DOES NOT SHOW ENROLLMENT IN THE PARTY IN WHICH YOU CLAIM TO BE ENROLLED, YOU MAY SEEK TO VOTE BY ONE OF THE FOLLOWING METHODS:

AFFIDAVIT BALLOT- If you are able to swear under oath that you live in the election district in which you are seeking to vote and that you are presently registered to vote in New York State, (and in a primary election, that you are also enrolled in the appropriate party), or that you have not voted but the records of the Board of Elections indicate that you have already voted, the Election Inspectors are required to give you a paper ballot on which you may cast your vote.

Place the voted ballot in the envelope provided and carefully complete your affidavit on the outside of the envelope, making sure to give your correct residence address. The envelope will be returned, unopened to the Board of Elections. If the Board determines that you are an eligible voter in that election district, your ballot will be counted. You will be notified if your ballot is not cast and the reason for such decision.

At the Board of Elections, your envelope will be opened along with others, and the folded ballots will be placed in a group and mixed. They are then unfolded and counted. In this manner, the secrecy of every vote is maintained.

COURT ORDER- You may obtain a court order directing the Election Inspectors to allow you to vote on the voting machine. Your Board of Elections will tell you where and when a Justice of the Supreme Court or a County Court Judge can be located. You can contact your County Board at the number provided below.

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SPOILED, ABANDONED AND EMERGENCY

SPOILED – A VOTER GETS THREE CHANCES TO VOTE A BALLOT. THE VOTER MAY SPOIL THE BALLOT, RIP IN HALF AND PLACE IN SPOILED BALLOT ENVELOPE. PLEASE COMPLETE THE FORM THAT FOLLOWS.

ABANDONED – IF IT IS FOUND IN THE MACHINE AN INSPECTOR WILL TRY TO CAST IT IN THE MACHINE. IF THE BALLOT IS FOUND OUTSIDE 5 FEET OF THE MACHINE THE BALLOT IS SPOILED.

EMERGENCY – IF THE MACHINE IS NOT WORKING OR THE INSPECTORS ARE WAITING FOR A TECH, YOU WILL CONTACT THE BOARD OF ELECTIONS. THERE IS A COMPARTMENT ON THE MACHINE TO CAST EMERGENCY BALLOTS WHEN THE MACHINE IS NOT WORKING.

WATCHER CERTIFICATE

Section 8-500 Election Law

I/We, the undersigned, being of
(chair/candidate)

the party, do hereby appoint
(political party/independent body)

in the County of Madison to
(watcher's name)

be a watcher for the election to be held on in the
(date of election)

ward/election district of the city, town or village of

.

Signature

Title

ALL SECTIONS OF THE CERTIFICATE MUST BE FILLED OUT

1. Certificate must be issued by the Chairperson or Secretary of a political party or independent body. (In a Primary Election a Candidate may issue a certificate)
2. Name if the political party (Democratic, Republican, Conservative, etc.) or independent body (ex. Better Roads, People's Choice) must be entered here.
3. Poll watchers name must be entered here.
4. The correct date of the Election must be entered here.
5. The ward (if in City) and the district must be entered here.
6. The name of the City or Town must be added here
7. Signature of person issuing the certificate (faxed signatures or photocopies are acceptable)
8. Title of the person issuing the certificate. Same as #1.

POLL WATCHER'S GUIDE

OVERVIEW

To ensure fair and honest elections, New York State law provides for appointing Poll Watchers to observe voting at the polls.

Poll Watchers are designated by a party chairman or an independent body whose candidate is on the ballot.

THE ROLE OF THE POLL WATCHER

- ❖ To observe elections at the polling sites on behalf of a particular candidate, political party, or organization.
- ❖ If/when they observe irregularities, they are to report these observations to either the Election Inspectors or the County Board of Elections.

POLL WATCHER QUALIFICATIONS

- ❖ Each watcher must be a qualified voter of the city or county in which he/she is to serve.
- ❖ Poll Watchers must present a certificate in writing (issued by the chairman or secretary of the political party, independent body or candidate) to the Inspectors of the election district they are assigned to. (one certificate per Poll Watcher)

POLL WATCHER'S LIMITATIONS

The Poll Watcher may NOT:

- ❖ Assist in any manner in the conduct of the election
- ❖ Electioneer at the pollsite
- ❖ Greet voters, handle any official documents or otherwise interfere with the duties of the inspectors
- ❖ Have more than one watcher at a time in the Election Inspector's area

POLL WATCHER'S RIGHTS

The Poll Watcher may:

- ❖ Be present at the polls at least 15 minutes before opening to view the opening of the voting system
- ❖ Collect the names of voters as the Election Inspectors check them off the list
- ❖ Challenge persons who they believe are not qualified to vote
- ❖ Observe the canvass of the vote after the polls close

COURTESY AND GOOD MANNERS

- ❖ When the voter enters the room, the first contact should be with the Inspectors at the sign-in table.
- ❖ When the voter signs in, Inspectors are asked to loudly repeat the voter's name. The Poll Watcher should record the name at that time.
- ❖ ***Poll Watchers can not handle election materials.*** Poll Watchers may request a voter list from the Board of Elections to check-off voters. They may not take the official Inspector list at any time.
- ❖ Tables, chairs, and work area must be cleaned up before leaving at the end of the day.