

ALL ELECTION INSPECTORS SHOULD...

- ✓ Arrive 45 minutes before the polls open.
- ✓ Arrive with a positive attitude.
- ✓ Dress comfortably, but tastefully. *Patriotic clothing is acceptable but nothing that suggests a political affiliation, a candidate, or an issue.*
- ✓ Be professional. **You represent the Board of Elections while at the poll site!**
- ✓ **NO POLITICAL TALK!** Stick to non-controversial topics.
- ✓ You may have a cell phone, but do no talk &/or text all day.
- ✓ Park further away from the building & reserve closer parking spots for voters.
- ✓ Remember to wear your name tag! If the Board of Elections has not yet provided you with a badge, please let us know. There are sticker name tags located in the red binder.
- ✓ Have team meetings. Discuss who is doing what & go over last minute information, procedures, & roles.
- ✓ Be courteous & welcoming to EVERYONE!
- ✓ Follow all procedures that have been discussed & provided to you.

If you feel that you or anyone else at the poll site can not follow these guidelines, please discuss this with a member of the Board of Elections staff.

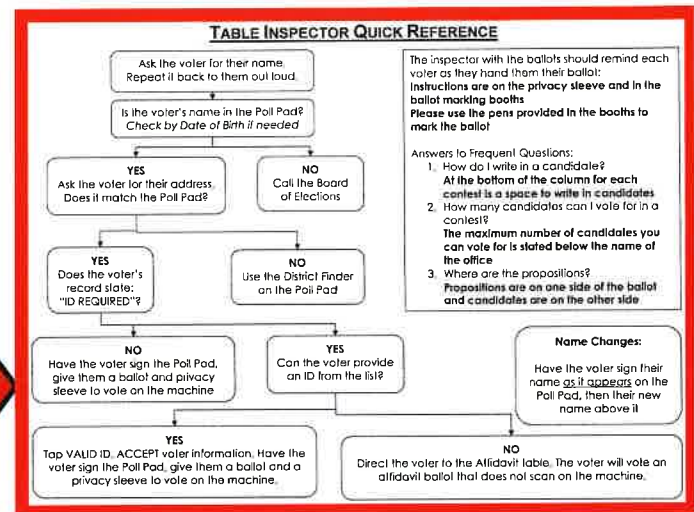
Board of Elections (315) 366-2231

TABLE INSPECTORS

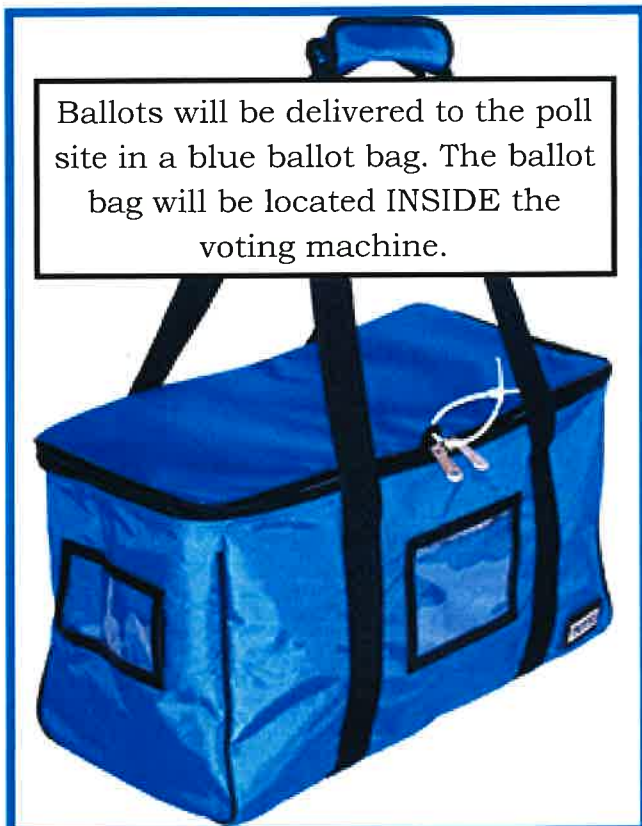
- ✓ Find the voter's name in the Poll Pad & verify their address. Date of birth is used to distinguish voters with the same name.
- ✓ Turn the Poll Pad to face the voter & instruct the voter to sign on the signature line.
- ✓ Tap DONE SIGNING, compare signatures, & initial in the box.
- ✓ The printed receipt will identify the ballot style.











On the cover of the red table binder, there is a Quick Reference guide for Table Inspectors that can be utilized as needed.



- ✓ If you have a separate ballot table, direct the voter *(with the ballot receipt)* to the ballot table.
- ✓ Place the ballot inside the privacy sleeve & hand it to the voter.



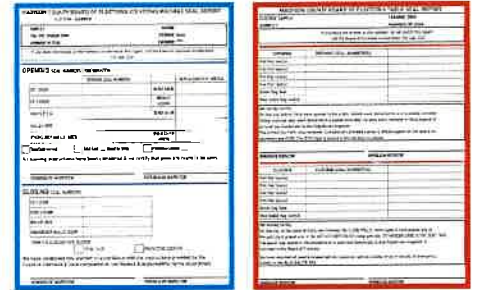
Office	Favorite Flower (Vote for One)	Favorite Movie (Vote for One)	Favorite Restaurant (Vote for One)	
 Democrat	Rose	Wizard of Oz	Gone with the Wind	TGI Friday's
 Republican	Daisy	Cocoon	Dr. Zhivago	Friendy's
 Conservative	Carnation	Clash of the Titans		Texas Road House
 Green	Sunflower	Independence Day		
 Working Families		Road Hogs	Gone with the Wind	Olive Garden
 Healthcare	Lily			Hed Lobster
 Women's Equality	Lotus	Forrest Gump		Friendy's
 Vote-In				

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For Affidavits or Court Orders, direct the voter to the
AFFIDAVIT TABLE.

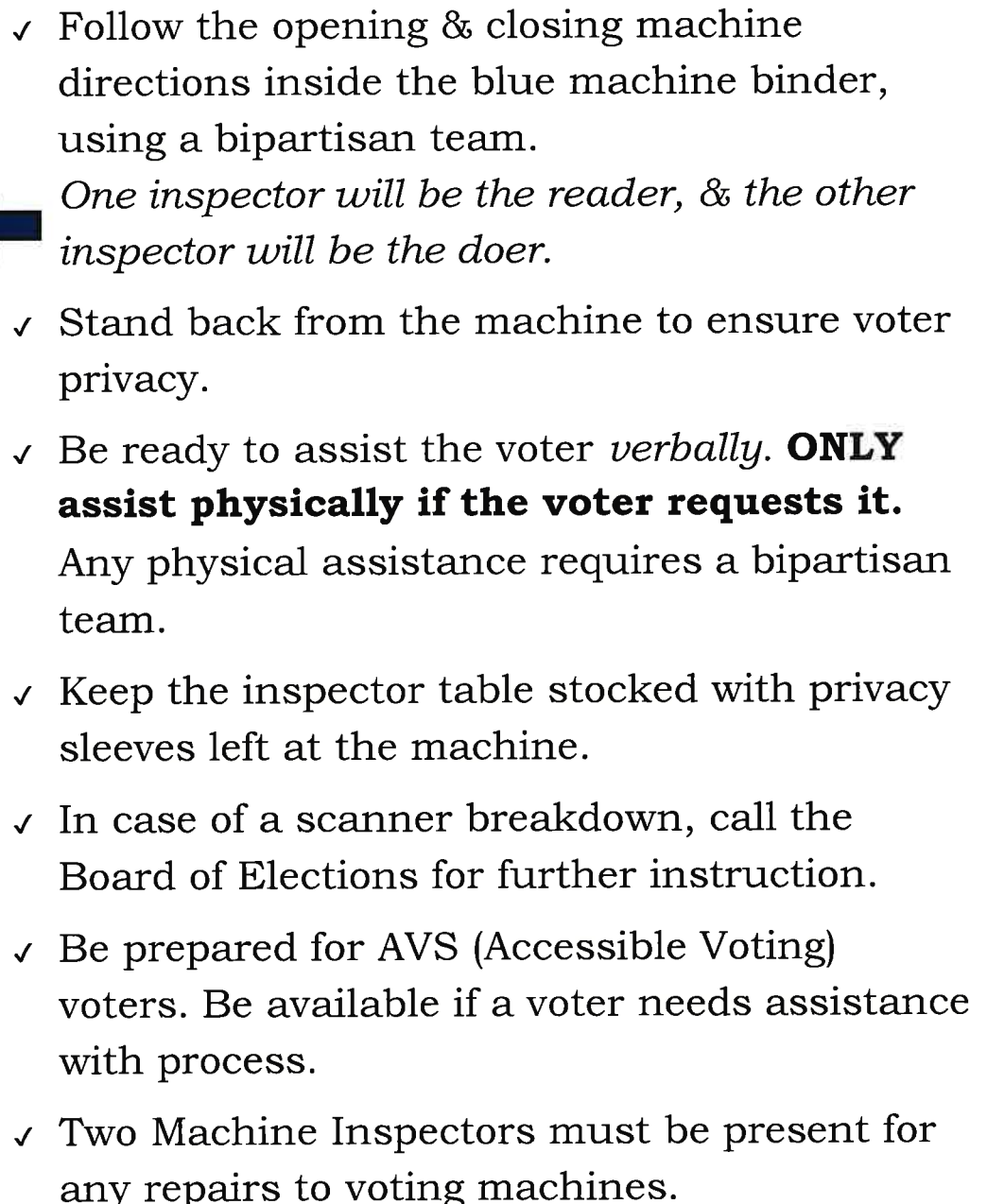
Machine Inspectors are to alternate overseeing the machine, assisting voters with issues, inspecting ballot marking booths & collecting privacy sleeves.

The Machine Inspectors
will take the green pouch
which contains the red
security pouch, the ICE
machine keys & the
machine & table reports.



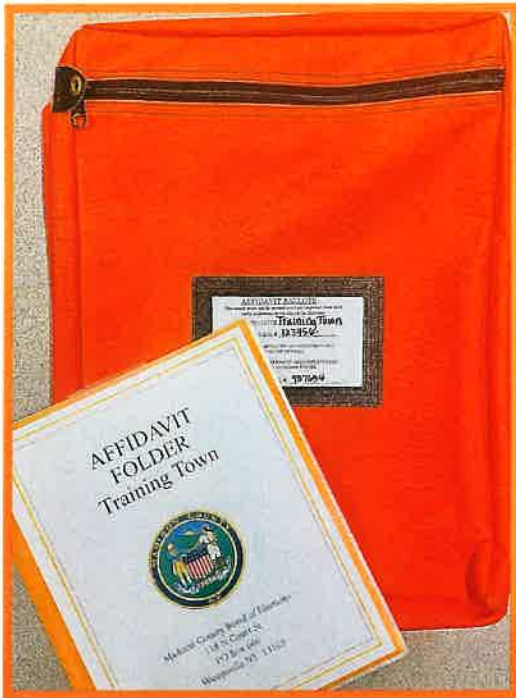
The diagram shows the ImageCast Central Evolution (ICE) system with the following labeled components:

- CD-ROMs located under the private screen
- Thermal Printer
- Insert Ballot Here
- Security Key Recharge
- Memory Car Ports
- Audio Ports (for accessible voting)
- Utility Components Power Card
- Ballot Box



AFFIDAVIT TABLE

The Affidavit Table should process ALL Affidavit voters at the poll site.

A yellow document titled "Affidavit and Court Order Voting Instructions" with a black border. It contains various instructions and checkboxes for voters.

The Affidavit Table will take the orange Affidavit bag that contains all Affidavit ballots, Affidavit envelopes, & the Affidavit folder with detailed instructions. You will also find the Notice to Voters inside the Affidavit folder.

BE SURE TO PROVIDE THE VOTER WITH A COPY OF THE NOTICE TO VOTER!

CHAIRPERSONS

Chairpersons are chosen to ensure Election Law is being followed. A chairperson should receive suggestions & remain objective. They are an overseer, mediator, organizer, & supporter. Chairpersons DO NOT have to be the one to complete all paperwork, but they do have to make sure that it is done completely & to the best of their ability. They oversee that policy & procedures are being followed & contact the Board of Elections for assistance if necessary.

CHAIRPERSON DUTIES INCLUDE:

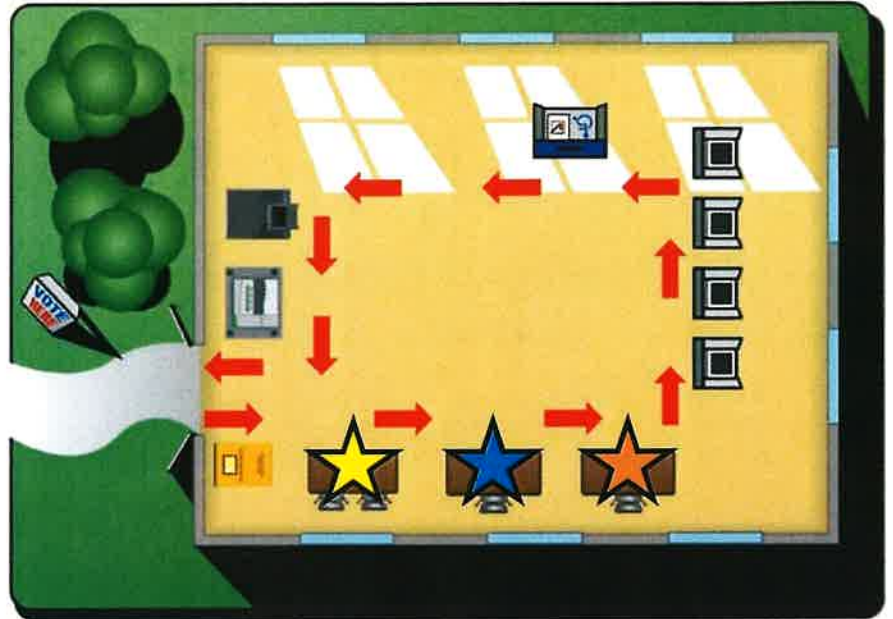
- ✓ Make sure the checklist in your yellow Communication Folder is completed at opening & closing.
- ✓ Ensure that one inspector from EACH PARTY is present at all times & that all inspectors stay after 9pm for closing duties.
- ✓ Confirm that someone has been appointed to take the ballot bags to the designated location at the end of the night.



IMPORTANT!

- ✓ **Establish an easy flow of traffic**
- ✓ **Ensure voter privacy**
- ✓ **Make sure all booths have markers (& booth lights)**

POLL SITE SET UP



SIGN-IN TABLE

- ✓ Needs to be the first table to engage voters
- ✓ Needs to be near an electric outlet
- ✓ Will have Poll Pad with printer & the red Table Binder

BALLOT TABLE

- ✓ Will have blue ballot bag & ballots in each style (if applicable)
- ✓ Will have a container for ballot receipts
- ✓ Also, spoiled ballot envelope, emergency/unscanned envelope & privacy sleeves

AFFIDAVIT TABLE

- ✓ Will have orange Affidavit bag & ballot marking booth
- ✓ Need to make sure that Affidavit ballot instructions from your orange Affidavit folder are posted in Affidavit marking booth

POLL WATCHER TABLE

- ✓ Poll watchers should be able to see & hear the sign-in table so be sure to place them accordingly without disturbing the flow

NO FOOD OR DRINK ON ANY OF THESE TABLES!!!