

## **SPOILED BALLOTS**

If a mistake is made on a voter's ballot, the voter may "SPOIL" that ballot & receive a new ballot. If the voter wishes to spoil their ballot, they must rip it in half, place it inside a spoiled ballot envelope, & seal it.

**An Election Inspector DOES NOT take the ballot from the voter until it is ripped up & placed inside the envelope to protect the voter's privacy.** An Election Inspector must record the spoiled ballot on the **Spoiled Ballot Return Tally sheet**

**A VOTER MAY RECEIVE UP TO 3 BALLOTS.**

**DO NOT GIVE A NEW BALLOT TO THE VOTER UNTIL THE PREVIOUS ONE IS IN YOUR POSESSION.**

You must sign the voter back into the Poll Pad & follow the steps to spoil the ballot & receive a new ballot receipt. *For detailed instructions on spoiling a ballot, refer to the green Poll Pad folder.*

The ballot table **MUST** receive the receipt from the Poll Pad before giving the voter a new ballot.

**Spoiled Ballot Return - Election: SAMPLE**

| Tally of ballots returned | Replacement Ballot Number |
|---------------------------|---------------------------|
| 1                         |                           |
| 2                         |                           |
| 3                         |                           |
| 4                         |                           |
| 5                         |                           |
| 6                         |                           |
| 7                         |                           |
| 8                         |                           |
| 9                         |                           |
| 10                        |                           |
| 11                        |                           |
| 12                        |                           |
| 13                        |                           |
| 14                        |                           |
| 15                        |                           |
| 16                        |                           |
| 17                        |                           |
| 18                        |                           |
| 19                        |                           |
| 20                        |                           |
| 21                        |                           |
| 22                        |                           |
| 23                        |                           |
| 24                        |                           |
| 25                        |                           |

Reminders:

- Do not handle ballots
- Ask voter to seal ballot inside the spoiled envelope
- In the tally column, X off that a ballot has been placed in the envelope
- Enter the replacement ballot number

Abandoned ballots:

- Found outside the 5 foot area around the voting machine: Place in a spoiled ballot envelope. Indicate that it is an abandoned ballot by writing abandoned in the "Replacement Ballot Number" column.
- Found inside the 5 foot area around the voting machine: Feed the ballot into the machine and hit cast. If the ballot does not feed into the machine place the ballot into the "Un-scanned Voted Ballot" envelope.

TOTAL BALLOTS CONTAINED IN THIS ENVELOPE

**SPOIL DUPLICATE**

0

**SAMPLE**

**\*\*DATE\*\* & **\*\*ENROLLMENT\*\*****

Poll Worker Primary Training  
06/28/2022

**\*\*POLL SITE\*\***

**\*\*NAME\*\***

**\*\*ADDRESS\*\***

**\*\*VOTER ID\*\***

**\*\*T/W/D\*\***

**BALLOT STYLE**

**REP 01**

**Ballot Stub #**

## **ABANDONED BALLOTS**

An abandoned ballot is a ballot found at the poll site that has not been cast into the Ice Voting Machine. If the ballot is found **WITHIN 5 FEET** of the voting machine, a bipartisan team will try to cast it. If the ballot is found **OUTSIDE 5 FEET** of the voting machine, the ballot will be spoiled.

If the ballot does not feed into the machine, place it into the blue “Unscanned Voted Ballot” envelope.

## **EMERGENCY BALLOTS**

An emergency ballot is a ballot cast into the **EMERGENCY SLOT** on the Ice Voting Machine if the machine is not working properly. If you are having problems with your voting machine, be sure to contact the Board of Elections at (315)366-2231 **BEFORE** you unlock the Emergency Slot. (*Directions for this process are found in the blue Machine binder*).

**Every ballot MUST be accounted for.**

These numbers are important for completing the BALLOT TRACKING FORM correctly at the end of the night.