

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 POSSESSION.

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.