

Madison County Board of Elections

Red Table Binder

Table of Contents

Information & Instructions for Election Inspectors

There will be a zipper pouch in the front of this binder that contains registrations forms, green referral slips, yellow Notice to Voters, name tag stickers, lanyards, & extra seals.

- ▶ Key Terms & Definitions in Elections
- ▶ Inspector/Chairperson Duties
- ▶ Table & Machine Seal Report Instructions
- ▶ Election Day Ballot Tracking Instructions
- ▶ ADA Compliance
- ▶ Election Day Bag Supplies
- ▶ Signs & Sign Folder
- ▶ Name & Address Change Instructions
- ▶ ID Required– Acceptable Forms of Identification at the Polling Place
- ▶ Assistance Provided– Voters Needing Assistance
- ▶ Removing Voters from Voter Registration Files
- ▶ Affidavit & Court Order Instructions
- ▶ Affidavit Ballot Tracking Instructions
- ▶ Spoiled/Abandoned/Emergency Ballot Instructions
- ▶ Challenges
- ▶ Election Day Absentee Voting
- ▶ Absentee Chain of Custody Form Instructions
- ▶ Poll Watcher Guide
- ▶ List of Polling Locations in Madison County

KEY TERMS & DEFINITIONS IN ELECTIONS



Abandoned ballot– a ballot that the voter did not place in the voting machine before leaving the polling location.

Absentee ballot– a ballot voted prior to Election Day, often by mail, by a voter who is unable to attend the polling location on Election Day. Absentee ballots may also be placed in drop boxes at any polling location in the county.

Accessible Voting System– voting system equipped for individuals with disabilities.

Affidavit Ballot– also known as provisional ballots, are given to a voter who shows up at a polling location on Election Day, but their name isn't showing up in the Poll Pad.

Assistance to Vote– voters with disabilities are allowed assistance from a person of their choice with limited exceptions.

Ballot– the official presentation of all of the contests to be decided in a particular election.

Ballot Cast– the final action a voter takes in selecting contest options & irrevocably confirming their intent to vote as selected.

Board of Elections– a group of individuals appointed & charged with control of elections & voting procedures

Challenged Voter– a voter whose eligibility to cast a ballot has been questioned.

Court Order– the activity of trying to persuade people to vote for or against a particular candidate, measure, or political party.

Drop Box– a locked box located at the polling location, where voters can return a mailed ballot for collection by an Election Official.

Early Voting– voting before Election Day where the voter completes a ballot in person at a designated polling location

Election Day– the last day on which voters may cast a ballot.

Election Inspector– the official responsible for the proper & orderly voting at a polling location.

Election Results– tallies of votes cast in an election after the polls have been closed for voting.

Electioneer- the activity of trying to persuade people to vote for or against a particular candidate, measure, or political party.

Electronic Poll Book (Poll Pad)- a device that partially automates the process of checking in voters, assigning them the correct ballot style, & marking voters who have been issued a ballot.

Forms of Identification- means of proving a person's identity, especially in the form of official papers.

Marked Ballot- a ballot that contains voter's selections.

Memory Card (CF Card)- an electronic date storage device used for storing digital information

Notice to Voters (Affidavit & Court Order Instructions)- official communication from an Elections Office about an Election or Election process.

Oath of Office- an oath or affirmation a person takes to make a public commitment to the duties, responsibilities, & obligations associated with holding public office.

Overvote- when the number of selections made by a voter in a contest is more than the maximum number allowed.

Party Affiliation- refers to a candidate or elected official's relationship to a particular political party. Also refers to voters registering with a political party.

Party Enrollment- the act of registering to vote & a selecting a political party affiliation.

Poll Hours- the opening & closing times for voting at polling locations.

Poll Watcher- individuals that monitor the voting process at polling locations.

Poll Worker- officials responsible for the proper & orderly voting at a polling location.

Polling Location- facility to which voters are assigned to cast in-person ballots.

Primary Election- Elections held to determine which candidate will represent a political party for a given office in the General Election.

Privacy- the ability to prevent others from determining how an individual voted.

Proposition- a proposal to enact a new law or constitutional amendment that is placed on the ballot for approval or rejection by voters.

Registration- a term used by Election Officials referring to a voter's record.

Right to Vote- a set of legal & constitutional protections designed to ensure the opportunity to vote in free & fair Elections.

Sample Ballot- an example ballot provided to voters with information specific to the voter.

Sip & Puff- an interface that allows voters to use their mouth on a straw to send inputs to an Election voting machine.

Spoiled Ballot- a ballot which has been mistakenly marked by a voter. A spoiled ballot is not cast. The voter may request a new ballot to mark correctly.

Tabulation Report- a report containing the counts associated with ballots tabulated for a given Election District.

Tabulator- the device that counts votes.

Tape- the report run from a vote tabulation device to show the total number of votes cast per candidate or issue on that particular voting machine.

Town/Ward/District- a political subdivision established within a specific geographic area.

Undervote- when the number of selections made by the voter in a contest is less than the maximum number allowed or when no selection is made for a single choice contest.

Unregistered- not having entered one's name on an official voting list.

Vote- a valid mark on an official ballot indicating the voter's preference for a particular candidate or ballot question.

Vote in Person- voting before or on Election Day where the voter completes the ballot in person at a designated polling location that is overseen by Election Officials or Poll Workers.

Voted Ballot- ballot that contains all of a voter's selections & has been cast.

Voter- a person permitted to cast a ballot.

Voter Qualifications- everything that is necessary in order for an individual to be able to vote in an election.

Voter's Bill of Rights- a set of legal & constitutional protections designed to ensure the opportunity to vote in free & fair elections.

Voting Machine- the mechanical & electric components of a voting system that casts & tabulates the votes.

Write-In- a vote for a candidate that was not listed on the ballot. Voters may do this by filling in a write-in space provided on the ballot.

Zero Report- a report produced prior to tabulation to check that there are no stored votes on the voting machine.



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.

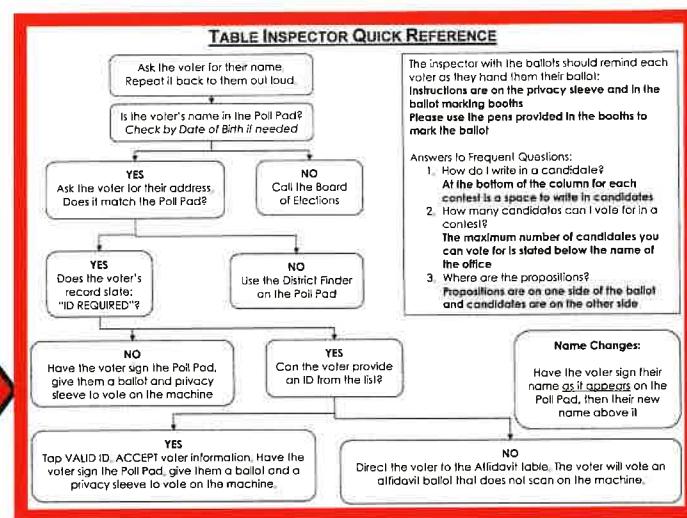
If you feel that you or anyone else at the poll site can not follow these guidelines, please discuss this with a member of the Board of Elections staff.

TABLE INSPECTORS

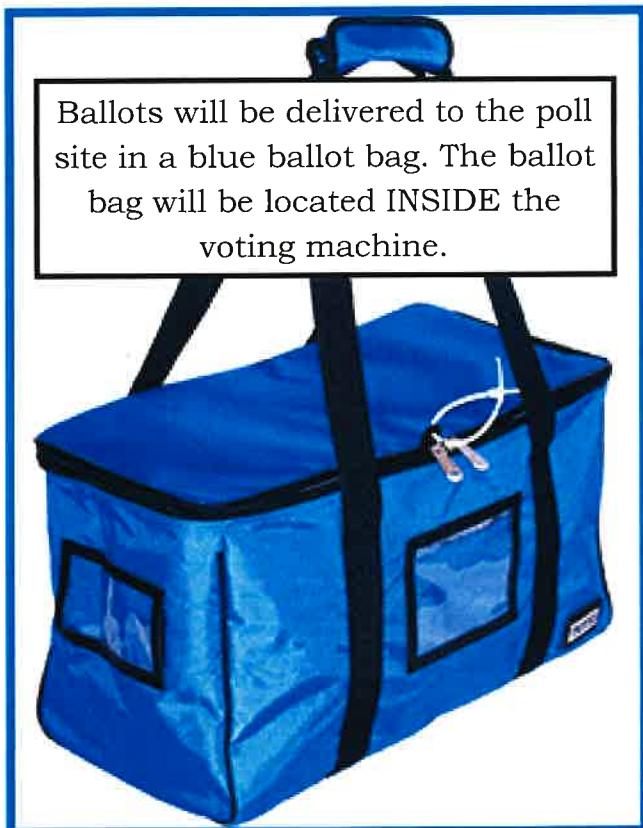
- ✓ Find the voter's name in the Poll Pad & verify their address. Date of birth is used to distinguish voters with the same name.
- ✓ Turn the Poll Pad to face the voter & instruct the voter to sign on the signature line.
- ✓ Tap DONE SIGNING, compare signatures, & initial in the box.
- ✓ The printed 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 (Name in Code)	Favorite Movie (Name in Code)	Favorite Restaurant (Name in Code)
GP - General	Rose	Wizard of Oz	Gone with the Wind
GP - Aquation	Daisy	Citizen	Dr. Zhivago
GP - Conservation	Camellia	Clash of the Titans	Texas Road House
GP - Green	Sunflower	Independence Day	
GP - Hunting & Fishing		Read Hogs	Gone with the Wind
GP - Environment	Lily		Olive Garden
GP - Economics			Red Lobster
GP - Women's Equality	Wht	Forest Gump	Friendly's
GP - Wraps			

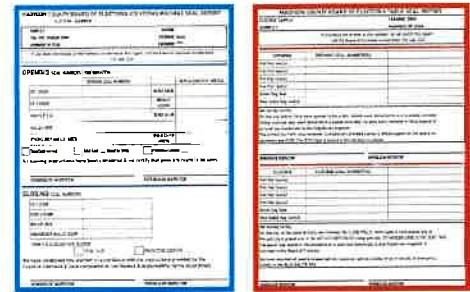
**For Affidavits or Court Orders,
direct the voter to the
AFFIDAVIT TABLE.**

MACHINE INSPECTORS

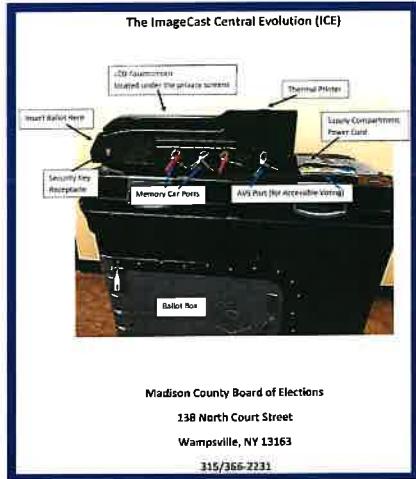
Machine Inspectors are to alternate overseeing the machine, assisting voters with issues, inspecting ballot marking booths & collecting privacy sleeves.

PLEASE DO NOT INTRUDE OR HOVER, BUT BE ALERT & AVAILABLE TO ASSIST VOTERS.

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



The **TABLE SEAL REPORT** will be given to the Table Inspectors.

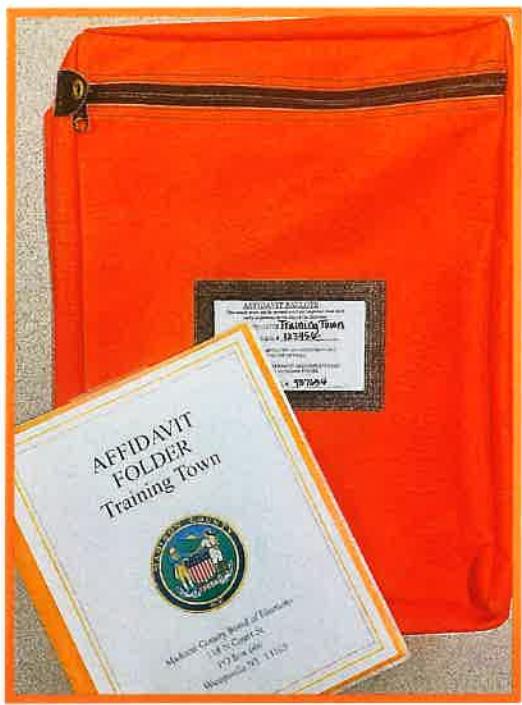


- ✓ Follow the opening & closing machine directions inside the blue machine binder, using a bipartisan team.
One inspector will be the reader, & the other inspector will be the doer.
- ✓ Stand back from the machine to ensure voter privacy.
- ✓ Be ready to assist the voter *verbally. ONLY assist physically if the voter requests it.*
Any physical assistance requires a bipartisan team.
- ✓ Keep the inspector table stocked with privacy sleeves left at the machine.
- ✓ In case of a scanner breakdown, call the Board of Elections for further instruction.
- ✓ Be prepared for AVS (Accessible Voting) voters. Be available if a voter needs assistance with process.
- ✓ Two Machine Inspectors must be present for any repairs to voting machines.



AFFIDAVIT TABLE

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



Affidavit and Court Order Voting Instructions
Election Law Section 5-200.1a & 8-109

Why am I getting this notice?

I have no record of your registration. Depending on where you live, this may mean you are not registered to vote in your city or county and did not report the change. Requestor to file your new address on the basis of the affidavit envelope.

You did not present ID today. Requestor provided witness ID to your State or Board of Elections.

Our records show that you have already voted in this election.

Our records show that you have been issued an emergency ballot. This may be due to an affidavit issued before the election is made ready.

What is my option to vote today?

If you do not have an emergency ballot or have been issued a ballot, you can only vote by affidavit ballot. All other voters who received this form can only try Affidavit ballot or for voter registration.

What is an affidavit ballot?

An affidavit is a written way to prove where you live for voter registration purposes. This process allows you to vote at any location.

How to issue an affidavit ballot:

1. Take your Affidavit Privacy License to the Privacy Room or Voter Matching Service.
2. Fill out the application.
3. Send your voter registration ballot via the Affidavit ballot envelope. Requestor to sign to send it.
4. Return your signed Affidavit ballot envelope in the mail.

What happens if my affidavit ballot arrives late or is not issued to me?

If you do not receive your affidavit ballot after 10 days of voter registration, contact the Board of Elections. They will check their records to see if your ballot has been issued. If your ballot has not been issued, you are eligible to vote, your ballot will be created before the election is made ready.

Why am I an inactive voter?

You might be an inactive voter because the Board believes that you no longer live at your registration address. When you move to a different location, you will be re-enrolled as a voter and your ballot will be created.

What is a court order voting?

If you don't want to vote using an affidavit ballot, you can apply to vote by court order directing the Board to update your voter registration. To apply to vote by court order, you must contact your County Board of Elections or the Board of Elections.

What happens if my voter registration is denied?

If you apply to vote by court order, contact your local County of Elections using the information below to determine whether your vote is counted, and if that vote is not counted, the reason that the vote was not counted.

Madison County Board of Elections
501-520-1200 North Court St PO Box 1640 Wausau, WI 54401-1640 www.madisoncountywi.gov

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)

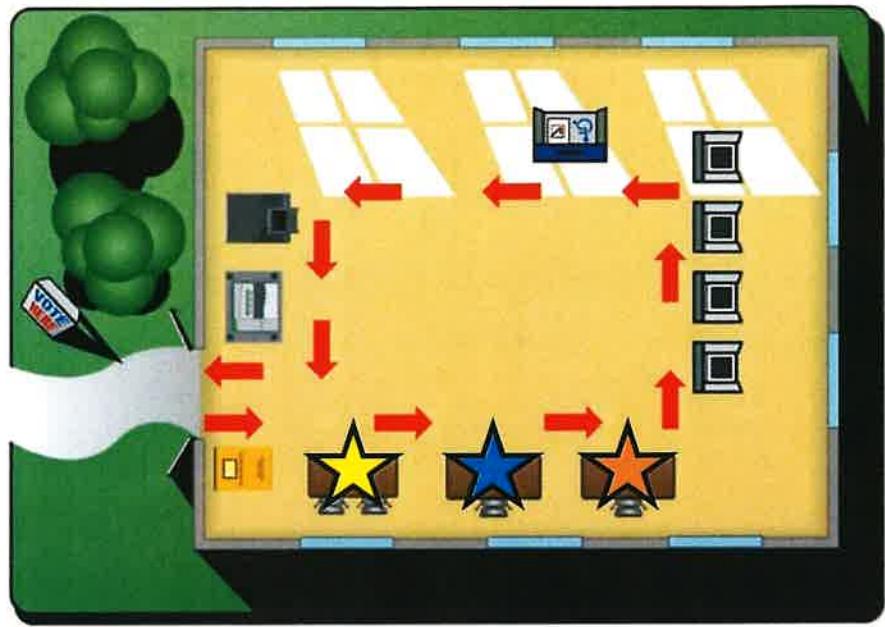
SIGN-IN TABLE

- ✓ 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

POLL SITE SET UP



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!!!

MACHINE SEAL REPORT INSTRUCTIONS

MADISON COUNTY BOARD OF ELECTIONS ICE VOTING MACHINE SEAL REPORT																				
ELECTION: SAMPLE																				
SAMPLE 1 POLL SITE: TRAINING TOWN ANYWHERE, NY 12345	1	MACHINE: 1 USERNAME: Admin PASSWORD: ****																		
If any seals are broken or the numbers do not match this report, call the Board of Elections immediately! 315-366-2231																				
OPENING SEAL NUMBERS CONFIRMATION:																				
<table border="1"><thead><tr><th></th><th>OPENING SEAL NUMBERS</th><th>REPLACEMENT IF NEEDED</th></tr></thead><tbody><tr><td>CF 1 DOOR</td><td></td><td>DO NOT BREAK</td></tr><tr><td>CF 2 DOOR</td><td>2</td><td>BREAK AT CLOSING</td></tr><tr><td>PORTS DOOR</td><td></td><td>DO NOT BREAK</td></tr><tr><td>BALLOT BOX</td><td></td><td></td></tr><tr><td>EMERGENCY BALLOT DOOR</td><td></td><td>BREAK ONLY IF NEEDED</td></tr></tbody></table>				OPENING SEAL NUMBERS	REPLACEMENT IF NEEDED	CF 1 DOOR		DO NOT BREAK	CF 2 DOOR	2	BREAK AT CLOSING	PORTS DOOR		DO NOT BREAK	BALLOT BOX			EMERGENCY BALLOT DOOR		BREAK ONLY IF NEEDED
	OPENING SEAL NUMBERS	REPLACEMENT IF NEEDED																		
CF 1 DOOR		DO NOT BREAK																		
CF 2 DOOR	2	BREAK AT CLOSING																		
PORTS DOOR		DO NOT BREAK																		
BALLOT BOX																				
EMERGENCY BALLOT DOOR		BREAK ONLY IF NEEDED																		
<input type="checkbox"/> Time/Date correct	<input type="checkbox"/> Total Cast _____ (must be zero)	<input type="checkbox"/> Protective Counter _____																		
All opening instructions have been completed & we certify that polls are ready to be open.																				
A bi-partisan team must confirm everything listed above & sign here.																				
DEMOCRATIC INSPECTOR	REPUBLICAN INSPECTOR																			
CLOSING SEAL NUMBERS:																				
<table border="1"><tbody><tr><td>CF 1 DOOR</td><td></td></tr><tr><td>PORTS DOOR</td><td>5</td></tr><tr><td>BALLOT BOX</td><td></td></tr><tr><td>EMERGENCY BALLOT DOOR</td><td></td></tr></tbody></table>			CF 1 DOOR		PORTS DOOR	5	BALLOT BOX		EMERGENCY BALLOT DOOR											
CF 1 DOOR																				
PORTS DOOR	5																			
BALLOT BOX																				
EMERGENCY BALLOT DOOR																				
FROM THE CLOSING TAPE RECORD: <input type="checkbox"/> TOTAL CAST _____ <input type="checkbox"/> PROTECTIVE COUNTER _____																				
We have conducted this election in accordance with the instructions provided by the Board of Elections & have completed all certificates & accountabilty forms accordingly:																				
Upon closing, a bi-partisan team must AGAIN sign for confirmation.																				
DEMOCRATIC INSPECTOR	REPUBLICAN INSPECTOR																			

1 The top of this form should match your Town/Ward/District & should have your correct polling location. Confirm the machine number. **The username & password for the machine will be found here as well.**

2 This section will be completed by the Board of Elections staff. These seal numbers should match the seals on the machine when it arrives.

3 If a seal needs to be replaced during the day, record the new seal number here.

4 Verify that your **time & date** are correct & that the **total cast is zero**. You should also record the number for the **protective counter**. Check each box to confirm that each task has been completed.

5 At closing, all machine seals should be recorded. The CF 1 Door & Ports Door seals should remain the same, unless replaced throughout the day. The CF 2 Door does not to be sealed up after the CF card has been removed. Replace & record the Ballot Box seal after ballots are removed & the ballot box is empty. The Emergency Ballot Door seal will only need to be replaced if you were required to use the emergency drop box.

6 Record the total cast & the protective counter. Check each box to confirm that each task has been completed.

TABLE SEAL REPORT INSTRUCTIONS

1 The top of this form should match your Town/Ward/ District & should have your correct polling location.

2 This section will be completed by the Board of Elections staff. These seal numbers should match the seals on the **Poll Pad(s)**, the **green bag** containing the ICE machine keys, & the **blue ballot bag**. A bi-partisan team will sign to confirm the seal numbers are correct.

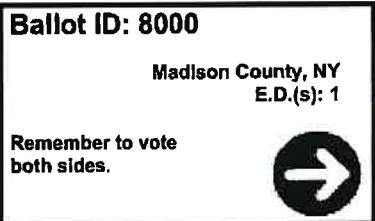
MADISON COUNTY BOARD OF ELECTIONS TABLE SEAL REPORT		
ELECTION: SAMPLE	1	TRAINING TOWN
SAMPLE 1		Anywhere, NY 12345
If any seals are broken or the numbers do not match this report, call the Board of Elections immediately! 315-366-2231		
OPENING	OPENING SEAL NUMBER(S)	
Poll Pad Seal(s)		
Poll Pad Seal(s)		
Poll Pad Seal(s)		
Poll Pad Seal(s)	2	
Green Bag Seal		
Blue Ballot Bag Seal(s)		
We Hereby Certify On this day, before Polls were opened to the public, ballots were delivered to us in a sealed container. Voting machine keys were delivered in a sealed envelope, the keys were removed in the presence of at least one Democratic & one Republican Inspector. The OPEN POLL TAPE was reviewed to ensure all candidate names & offices appear on the tape & all counters are ZERO. The ZERO tape is placed in the red security pouch.		
A bi-partisan team must confirm everything listed above & sign here.		
DEMOCRATIC INSPECTOR	REPUBLICAN INSPECTOR	
CLOSING	CLOSING SEAL NUMBER(S)	
Poll Pad Seal(s)		
Poll Pad Seal(s)		
Poll Pad Seal(s)		
Poll Pad Seal(s)	3	
Green Bag Seal		
Blue Ballot Bag Seal(s)		
We Hereby Certify On this day, at the close of Polls, we reviewed the CLOSE POLLS result tapes & have posted one at the poll site & placed one in the RED SECURITY POUCH along with the CF2 MEMORY CARD & THE ZERO TAPE. The pouch was sealed in the presence of at least one Democratic & one Republican Inspector & returned to the Board of Elections. We have returned all used & unused ballots, absentee, spoiled ballots, write-in ballots, & emergency ballots in the BLUE BALLOT BAG.		
Upon closing, a bi-partisan team must AGAIN sign for confirmation.		
DEMOCRATIC INSPECTOR	REPUBLICAN INSPECTOR	

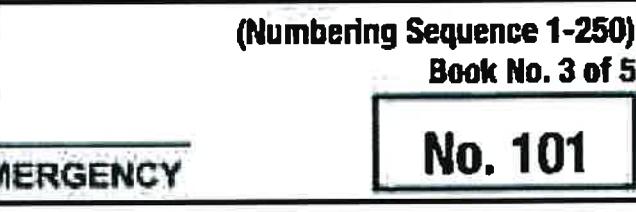
3 At the end of the night, new seals should be put on the **Poll Pad(s)**, the **green bag** containing the ICE machine keys, & the **blue ballot bag**. Record the new seals here & again, a bi-partisan team will sign for confirmation.

After completing, seal reports should be placed in the yellow Communication Folder.

ELECTION DAY BALLOT TRACKING

INSTRUCTIONS

- 1** The top of this form should match your Town/Ward/District & should have your correct polling location.
- 2** Record the seal that your **blue ballot bag** is locked with at the beginning of Election Day.
- 3**  The Ballot ID is found at the bottom right hand corner of the ballot, as shown here.

Ballot ID: 8000
Madison County, NY
E.D.(s): 1
Remember to vote both sides.
- 4** The total number of **wrapped ballot BOOKLETS** received for the specified Ballot ID above.
- 5**  The Ballot Sequence is found on the perforated tab that the ballot is ripped from.

(Numbering Sequence 1-250)
Book No. 3 of 5
MERGENCY
No. 101
- 6** Match the Ballot ID on your closing tape from the machine & record the **TOTAL CAST** for that specific ID. If you have more than one machine, be sure to add the two totals together.
- 7** Record the number of ballots left on your **OPEN** book, plus the number of **CLOSED** booklets you still have, to get your **TOTAL UNUSED** ballots.
- 8** Record the number of any spoiled &/or unscanned ballots.

MADISON COUNTY ELECTION DAY BALLOT TRACKING

Election: TRAINING

SAMPLE 1

1

TRAINING TOWN

Anywhere, NY 12345

OPENING SEAL NUMBER (blue ballot bag)

2

123456

If any seals are broken or the numbers do not match this report, call the Board of Elections immediately!

315-366-2231

BALLOT ID:

3

8000

POLLS OPEN:

Number of BLANK BALLOT BOOKLETS received

4

2

BALLOT SEQUENTIAL RANGE on received ballots

5

101-200

GRAND TOTAL OF BALLOTS RECEIVED

100

BOE CONFIRMED

We verify the Election Day ballot count listed above is true;

A bi-partisan team must confirm everything listed above & sign here.

DEMOCRATIC INSPECTOR

REPUBLICAN INSPECTOR

POLLS CLOSE:

1 - Number of TOTAL CAST (use closing tape)

6

75

2 - Number of BALLOTS UNUSED
(OPEN & CLOSED BOOKS)

OPEN + CLOSED =

25

0

25

7

LEFT ON BOOK

? X 50

TOTAL UNUSED

3 - Number of BALLOTS SPOILED

8

0

4- Number of BALLOTS ABANDONED/EMERGENCY

9

0

ADD TOTALS FROM 1, 2, 3, & 4 FOR GRAND TOTAL OF BALLOTS RECEIVED

9

100

CLOSING SEAL NUMBER (blue ballot bag)

10

987654

We verify the Election Day ballots have been accounted for in the manner listed above;

Upon closing, a bi-partisan team must AGAIN sign for confirmation.

DEMOCRATIC INSPECTOR

REPUBLICAN INSPECTOR

9

Add the number of **TOTAL CAST, TOTAL UNUSED, BALLOTS SPOILED, & BALLOTS ABANDONED/EMERGENCY** to get the **GRAND TOTAL OF BALLOTS RECEIVED**. This total should match the total from the top of the form.

10

Place a new seal on your **blue ballot bag** & record it here.

Be sure this form is **COMPLETED ENTIRELY** & placed in your **yellow Communication Folder**

ADA COMPLIANCE

Americans with Disabilities Act

CREATE A WELCOMING ENVIRONMENT THROUGH
COMMUNICATION, ASSISTANCE, & ACCOMODATIONS.



Set up the ATI, even if you think that it will not be used.

Election Law states that the ATI must be set up completely BEFORE POLLS OPEN.



Instructions for this process are located in the blue machine binder.

Notify the Board of Elections if you witness a voter struggling with an issue or if there is anything that would make the poll site non-compliant so that we can address it.

Madison County Board of Elections (315) 366-2231

BOECommissioners@madisoncounty.ny.gov

Election Day Bag Supplies

All supply bags should be opened by a bi-partisan team.

BLUE BALLOT BAG

At the beginning of Election Day, the **blue ballot bag** will contain ONLY ballots & ballot tracking form.

At the end of Election Day, it should contain the following:

- ALL VOTED BALLOTS
- Any unused ballots
- All Poll Pad receipts
- Plastic Envelopes that include: Spoiled ballots, Unscanned/Emergency ballots, & Write-In ballots
- **Absentee envelope** with any absentee ballots that were placed in the absentee drop box throughout Election Day. This envelope is to be sealed with a bar code sticker.
- The **yellow Communication Folder** with all COMPLETED forms.

**Required forms are listed on the front cover of the folder.*

ORANGE AFFIDAVIT BAG

The **Affidavit bag** will contain:

- Affidavit ballots
- Affidavit envelopes
- Affidavit folder with instructions for Court Orders & Affidavits.

All VOTED Affidavit ballots will be placed inside a COMPLETED Affidavit envelope & dropped inside the locked Affidavit bag.

Election Day Bag Supplies

continued...

RED SECURITY POUCH

This pouch will be EMPTY at the beginning of Election Day.

At the end of Election Day, it should contain the following:

- CF2 MEMORY CARD
- Opening ZERO machine receipt tape
- Closing machine receipt tape

GREEN POUCH

This pouch will contain the **red Security Pouch** & MACHINE & TABLE SEAL REPORTS at the beginning of Election Day.

It will also contain the ICE machine keys & the keys for the absentee drop box. These keys should return to the **GREEN POUCH** at closing.

All used &/ or broken seals should be placed inside this pouch.

MAROON SUPPLY BAG

This bag will contain the following:

- **Green Pouch** in the side pocket
(at Opening & Closing)
 - **Red Table Binder**
 - **Blue Machine Binder**
 - **Yellow Communication Folder**
(will be returned in the blue ballot bag)
- **Green Poll Pad Instruction Folder**
 - All Plastic Envelopes:
Absentee, Write In, Spoiled, & Unscanned/Emergency/Abandoned
- *(will be returned in the blue ballot bag)*
 - **Sign Folder**
 - **Sip N Puff**
 - Extension cords & power strips
 - “I Voted” Stickers
 - Marking Booth Lights
 - Hard Copy of Street Maps
 - Pencil Box with Supplies
 - Cleaning Supplies
 - Extra Poll Pad Printer Receipt Tape

SIGNS & SIGN FOLDER

Please use Board of Elections issued signs ONLY!

INSIDE THE SIGN FOLDER

Please State Your Name &
Address
Vote Here
Vote Here (with arrows)
Voting Entrance
Voting Exit
Accessible Entrance
Accessible Entrance (with arrows)
District (numbered)
Inspector Sign Up Sheet
Sample Ballots (will be posted on
Posting Board)
How to Mark Your Ballot (will be
posted inside each marking booth)

ON THE POSTING BOARD

How to Vote
Notice to Voters
Ballot Review
Forms of ID Accepted
Voter's Bill of Rights
Having Trouble With Your Ballot?
(Sample Ballots should be posted
at the top of the Posting Board)

DELIVERED WITH SUPPLIES

Large VOTE HERE Sign/s

"No Electioneering" Fold Up Sign
(posted 100 feet from poll site)

"Wait Here" Fold Up Sign
(posted near voting machine/s)

**PLEASE RETURN
SIGNS TO THE SIGN
FOLDER AT THE
END OF THE DAY!**

***If there are any extra signs that you need for
your poll site, please contact the BOE or leave
a note in the yellow Communication Folder.***

NAME & ADDRESS CHANGES

NAME/ADDRESS CHANGE

SAMPLE

Name _____

Date of Birth _____

Voter ID _____

Old Address _____

New Name _____

VOTER Signature _____
(with New Name)

New Address _____

IMPORTANT NOTE

Be sure to include the voter's

Date of Birth or Voter ID

to assist the Board of
Elections in identifying the
correct voter file when
making necessary changes.

NAME CHANGES

If a voter's name has changed from
what is listed in the poll pad, they
must fill out the Name/Address
change form & sign the VOTER
Signature line with their new name.

An affidavit ballot is NOT
NECESSARY with a new name.

Sign the voter in on the poll pad. The
voter will sign the poll pad with their
previous name, & sign their NEW
NAME above it & vote on the machine.

ADDRESS CHANGES

If the voter's new address is in the **same district** as the address listed on the poll
pad, tap GO BACK & GET STARTED to bring up the voter's name again. The
voter will sign the poll pad, receive a ballot, & vote on the machine. Fill out their
New Address on the Name/Address Change form.

If a voter's address has changed from what is listed in the poll pad, tap the MENU
in the upper left corner. Tap on District Finder & type in the street number &
street name. SEARCH to find where this voter should cast their affidavit ballot.
Here you can PRINT LOCATION or TEXT LOCATION if the voter must cast their
affidavit ballot at a different polling location.

***If you cannot find the address on the poll pad,
call the Madison County Board of Elections at 315-366-2231***

Acceptable Forms of Identification at the Polling Place

IDENTIFICATION AT THE POLLING PLACE MAY BE:

- ✓ A current & valid photo ID with the voter's name & picture.

EXAMPLES INCLUDE:

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

Voter Name and Address	Type and ID Number	ED	Inspector Name
John J. Smith (example)	NYSID# 125 251 125		
130 Main Street, Oreida, NY	(example)		
13421	SSN: 0461	OS3	Betty Boop

SAMPLE OF “ID REQUIRED” LOG

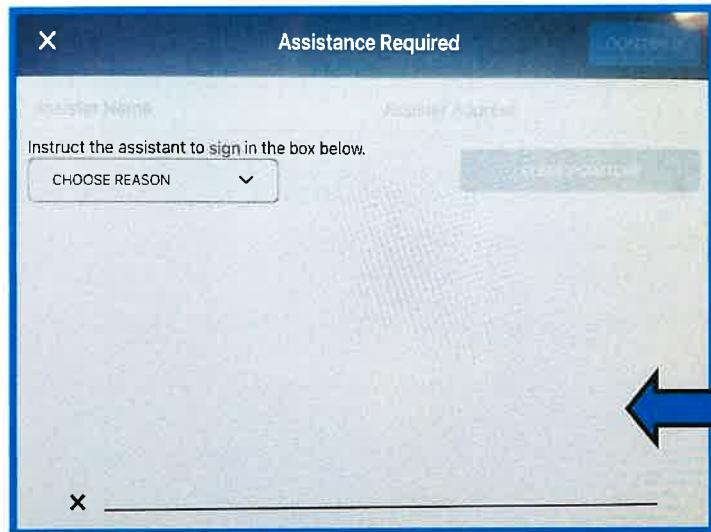
- ✓ **A copy of a current utility bill:** includes gas, telephone, electric, water, etc
- ✓ **A copy of a bank statement:** includes a statement from a banking institution or credit union
- ✓ **A copy of a government check:** includes social security administration check statements, or a government/military paycheck or pay stub
- ✓ **A copy of a government document that shows the name & address of the voter:** EXAMPLES INCLUDE:
 - hunting/fishing/trapping license
 - electronic benefit transaction (EBT) cards
 - public housing lease & rent statements & agreements or rent statement agreements provided pursuant to subsidized housing programs
 - public housing identification cards
 - tuition statements or bills from public colleges & 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

Voters who provide any form of ID on the list may sign the Poll Pad & receive a ballot!

VOTERS NEEDING ASSISTANCE

A voter needing assistance CAN vote on the machine.

- A voter can be assisted by anyone EXCEPT: their employer, their union leader, or by just one Election Inspector.
- Assistance MUST be provided by a **BIPARTISAN TEAM** if help is given by Election Inspector.



IF A VOTER REQUIRES ASSISTANCE BEFORE RECEIVING A BALLOT:

- ✓ Sign the voter into the Poll Pad like normal. After accepting their signature (or mark), check the box for Assistance Required.
- ✓ This screen will appear & require you to complete all fields, including: the assister's name & address, the reason assistance is required, & the assister's signature.

- ✓ Click the blue CONTINUE button to complete the sign in process.

IF A VOTER REQUIRES ASSISTANCE AFTER RECEIVING A BALLOT:

- ✓ If the voter has already signed into the Poll Pad & received their ballot, they will need to complete the "Assistance Provided" form.
 - ✓ Be sure to fill this form out COMPLETELY! Including, the assister's name, relationship to voter & signature.

REMINDER: If help is given by Election Inspectors, it must be done as a BIPARTISAN TEAM.

ASSISTANCE PROVIDED	
Election:	TWD:
Polling Location:	
Voter Name:	
Voter ID:	
Reason for Assistance:	
PERSON PROVIDING ASSISTANCE	
Assister Name:	
Assister Relationship to Voter:	
Assister Signature:	
IF PERSON PROVIDING ASSISTANCE IS AN ELECTION INSPECTOR, YOU MUST HAVE A BIPARTISAN TEAM!	
Democratic Inspector:	
Democratic Inspector Signature:	
Republican Inspector:	
Republican Inspector Signature:	

**FOR A VOTER THAT IS INTERESTED IN A
BALLOT REVIEW OR AVS (ACCESSIBLE VOTING SYSTEM)
PLEASE DIRECT THEM TO A MACHINE INSPECTOR.**

REMOVING VOTERS FROM VOTER REGISTRATION FILES

A voter can only be removed from the voter registration files if the Board of Elections has a **VALID REASON & PROOF** of why the voter should be removed from the rolls.

VALID REASONS INCLUDE:

- ✓ **The voter moved out of the county or out of the state**
- ✓ **The voter is no longer capable of voting**
- ✓ **The voter personally requested to be removed from the rolls**
- ✓ **The voter is deceased**

SAMPLE

MADISON COUNTY
Board of Elections



Democratic
Elections Commissioner
Laura A. Martino

Deputy Commissioner
Maggie D. Conley

Senior Clerk
Bonny J. Matthews

Republican
Elections Commissioner
Mary F. Egger

Deputy Commissioner
Kathy R. Slade

Senior Clerk
Elizabeth Calvin-Williams

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.

(Signature)

(Date)

Relationship (if not said individual):

- Spouse
- Parent
- Child

If the voter is not available to complete the form, a spouse, parent, or child may complete the form instead.

Any COMPLETED removal forms should be placed in the **yellow Communication Folder** & returned to the Board of Elections.

VOTING BY AFFIDAVIT & COURT ORDERS

NO ONE IS DENIED A BALLOT!

If you are having trouble finding the voter in the Poll Pad:

- ✓ Ask the voter to spell their name
- ✓ Look up the voter by their date of birth
- ✓ Ask the voter if they have moved recently
- ✓ Call Madison County Board of Elections at **315-366-2231**

***If the voter's name is NOT in the Poll Pad,
they are NOT allowed to vote on the voting machine
WITHOUT A SIGNED COURT ORDER.***

***Give the voter the AFFIDAVIT & COURT ORDER VOTING
INSTRUCTIONS & direct them to the Affidavit/Court Order table***

The AFFIDAVIT & COURT ORDER VOTING INSTRUCTIONS are located in the front of the red table binder.

 Affidavit and Court Order Voting Instructions Election Law Section 8-302-3a & 8-303
<p>Why am I getting this notice?</p> <p>If you received this form because you have been issued an absentee ballot, you can only vote by affidavit ballot. All other voters who received this form can vote by affidavit ballot or by court order.</p> <p>What is affidavit voting?</p> <p>Affidavit voting is a secure way to vote when there is some issue with you voting a regular ballot. This process allows you to cast a ballot today.</p> <p>How to vote an affidavit ballot:</p> <ol style="list-style-type: none">5. Take your Affidavit Privacy Sleeve to the Privacy Booth or Ballot Marking Device.6. Mark your ballot.7. Seal your voted ballot inside the Affidavit Ballot Envelope. Remember to sign in section D.8. Return your sealed Affidavit Ballot Envelope to the poll worker. <p>What happens to my affidavit ballot after I vote? Your voted affidavit ballot goes to the Board of Elections. They will check their records and determine whether you are eligible to vote. If the Board finds that you are eligible to vote, your ballot will be counted before the election is made final.</p> <p>Why am I an inactive voter?</p> <p>You might be an inactive voter because the board believes that you no longer live at your registration address. When you cast an affidavit ballot, you will be restored to active status and your ballot will be counted.</p> <p>What is court order voting?</p> <p>If you don't want to vote using an affidavit ballot, you can apply for a court order directing the Election Inspectors to allow you to vote using a regular ballot. To apply to vote by court order, you must contact your County Board at the number at the bottom of this notice.</p> <p>What happens next?</p> <p>After you vote, you may contact your local board of elections using the information below to determine whether the vote was counted, and if the vote was not counted, the reason that the vote was not counted.</p> <p>Madison County Board of Elections 315-366-2231 130 North Court St PO Box 666 Wampsville, NY boecommissioners@madisoncounty.ny.gov</p>

AFFIDAVITS

**ANYONE WHO WANTS TO VOTE,
HAS THE RIGHT TO VOTE!!**

An AFFIDAVIT BALLOT may be used when:

- A voter is listed as Inactive in the Poll Pad
 - A voter cannot be found in the Poll Pad
 - A voter is at a new address

NOTE: *the voter must vote by affidavit in the CORRECT DISTRICT/POLL SITE. If the voter should be voting at a different poll site the Poll Pad will give the correct poll site & can print directions.*

- A voter is not registered in the correct political party (FOR PRIMARIES ONLY)

**AFFIDAVIT BALLOTS ARE NOT CAST ON
THE ICE VOTING MACHINE!**

Affidavit envelopes with voted ballots inside should be dropped into the LOCKED orange affidavit bag through the ballot slot labeled INSERT BALLOT.

Be sure to provide the voter with a copy of the Notice to Voter, the Affidavit & Court Order Voting Instructions.

This image shows a yellow rectangular form titled 'Affidavit and Court Order Voting Instructions' from 'Canton Law Services # 102-3a & 3b'. The form contains several sections of text and checkboxes for the voter to fill out.

Why am I getting this ballot?

We have received or your registration
completely sections 1 through 5 of the
Affidavit envelope.

You are an inactive voter because you have moved within your
county or county and did not file a timely change
of address to write your new address on the back of the affidavit
envelope.

You did not present a valid voter
ID card or provide acceptable ID to your
Board of Elections.

Our records show that you have already
voted in this election.

The voter does not currently reflect your party enrollment.

Our records show that you have been listed on
a voter list as inactive.

What are my options to vote today?

If you received this form because you have been issued an inactive ballot, you can vote with the affidavit ballot. All other voters who received this form can vote by affidavit ballot or by mail ballot.

What is affidavit voting?

Affidavit voting is a secure way to vote when voters cannot do it from their regular ballot. This process allows you to cast a ballot today.

What is on an affidavit ballot?

1. Take your AFFIDAVIT PRIVACY STICKER to the Polling Station or Voter Mailing Device.
2. Mark your ballot.
3. Place your ballot inside the AFFIDAVIT BALLOT ENVELOPE. Remember to sign on section D.
4. Return your sealed AFFIDAVIT BALLOT ENVELOPE to the post office.

What happens if my affidavit ballot envelope is lost or damaged?

If you don't want to vote using an affidavit ballot, you can apply for a court order directing the election inspector to allow you to vote using a regular ballot. To apply to vote by court order, you should contact your County Board of the Election Office.

What happens next?

After you vote, you may contact your local Board of Election using the information above to determine whether the vote was counted, and if the voter was not counted, the reason that the vote was not counted.

Helpful Links:
www.cantonlaw.com
www.cantonlaw.com/affidavitballotinstructions.pdf

TO VOTE BY AFFIDAVIT:

- ✓ The voter will be given an affidavit ballot & an affidavit envelope.
- ✓ The voter must fill out the affidavit envelope **COMPLETELY**. *Make sure they include their signature.*
- ✓ Once the voter has voted their ballot, have them place their ballot inside the affidavit envelope & seal it.
- ✓ As an Election Inspector, you **MUST** complete the bottom section of the affidavit envelope with the **CORRECT Town/Ward/District**.



For Board Use Only - To be completed by an Election Inspector

City/Town

Ward

Election District

100-3a

- ✓ The affidavit envelope with the voted ballot inside can then be dropped into **INSERT BALLOT** slot on the locked orange affidavit bag.

COURT ORDERS

If the voter does not wish to vote by affidavit, they may seek a COURT ORDER. This is a DOCUMENT SIGNED BY THE JUDGE that allows the voter to vote on a machine ballot, which is then cast on the ICE voting machine.

TO VOTE BY COURT ORDER:

- ✓ If the voter wishes to seek a court order, an Election Inspector will call the Board of Elections (315-366-2231) & we will assist in contacting the judge & setting up a meeting with the voter.
- ✓ If the judge grants the voter a court order, the voter will return with the document signed by the judge so they can obtain their ballot & vote on the machine.
- ✓ This court order needs to be signed by the voter in front of an Election Inspector.
- ✓ **BE SURE THE VOTER RECEIVES THE CORRECT BALLOT!** Look up the voter's address in STREET FINDER in the Poll Pad to determine the correct ballot ID. Record the ballot ID on the court order before placing it inside the yellow Communication Folder to be sent to the Board of Elections.

COURT ORDER / AFFIDAVIT LOG

If the voter wants to pursue a Court Order, give them a "Notice to Voter" copy & our Board of Elections number (315-366-2231) to contact a judge.
If the judge decides the person is eligible to vote, the voter will bring the Court Order back to the poll site, sign the Court Order, & vote on the machine.

Name _____

Date of Birth _____

Voter ID # _____

Address _____

SAMPLE

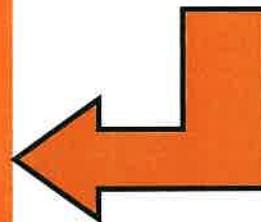
Check one:

AFFIDAVIT BALLOT

COURT ORDER

Additional Notes:

This Court
Order/Affidavit
Log should be
filled out
COMPLETELY.



Please be sure to include the voter's date of birth & their voter ID (if they have one) so that the Board of Elections staff can correctly identify the voter. Check the correct box to record if the voter was given an Affidavit ballot or if they voted on the machine per a Court Order.

AFFIDAVIT BALLOT TRACKING INSTRUCTIONS

1 The top of this form should match your Town/Ward/District & should have your correct polling location.

2 This is a list of all three seals that will be on the **orange Affidavit bag** at the beginning of the day.



2a

This is where all the Affidavit supplies are located. The number on the zip seal should match the number in this box. Inside you will find: the Affidavit folder (contains Affidavit instructions, Notice to Voters, & Court Order/Affidavit Logs), Affidavit ballots, & Affidavit envelopes.



2b

This is the voted ballot drop. The white tab seal should match the number in this box. Break this seal & pull open when ready to insert ballots. Voted ballots will be sealed inside a completed Affidavit envelope BEFORE being dropped into the slot.



2c

This is where the voted Affidavit ballots will be locked away until opened by the Board of Elections. The white tab seal should match the number in this box.

DO NOT REMOVE THIS SEAL!!

IF YOU BREAK THIS SEAL ON ACCIDENT,
MAKE A NOTE ON THE FORM & REPLACE IT.

MADISON COUNTY AFFIDAVIT BALLOT TRACKING

Election: TRAINING
SAMPLE 1

1

POLL SITE

Address of Poll Site

OPENING ZIP-TIE FOR SUPPLIES (HOLDS UNUSED BALLOTS)

2

BREAK WHITE OPENING SEAL ON TOP TO INSERT BALLOT

2a 283550

2b 7339001

DO NOT REMOVE WHITE BALLOT BAG SEAL (HOLDS USED BALLOTS)

2c 7339002

If any seals are broken or the numbers do not match this report, call the Board of Elections immediately!

315-366-2231

BALLOT ID:

3

8000

4

10

BOE CONFIRMED

We verify the Affidavit ballot count listed above is true;

A bi-partisan team must confirm everything listed above & sign here.

DEMOCRATIC INSPECTOR

REPUBLICAN INSPECTOR

POLLS CLOSE:

Number of BALLOTS USED

5

6

Number of BALLOTS UNUSED

6

4

Number of BALLOTS SPOILED

7

0

CLOSING SEAL NUMBER

8

283551

We verify the Affidavit ballots have been accounted for in the manner listed above;

Upon closing, a bi-partisan team must AGAIN sign for confirmation.

DEMOCRATIC INSPECTOR

REPUBLICAN INSPECTOR

3

The Ballot ID is found at the bottom right hand corner as shown below.

Ballot ID: 8000

Madison County, NY
E.D.(s): 1

Remember to vote both sides.



4

This is the total number of Affidavit ballots received.

5

This will be the number of VOTED or USED Affidavit ballots.

6 This will be the number of Affidavit ballots left in the bag UNUSED.

7 This will be the number of SPOILED Affidavit ballots.

8 At the end of the night, place a new zip seal where the Affidavit supplies are kept (See 2a) & record that closing seal in this box.

Be sure this form is COMPLETED ENTIRELY & placed in your yellow Communication Folder.

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.

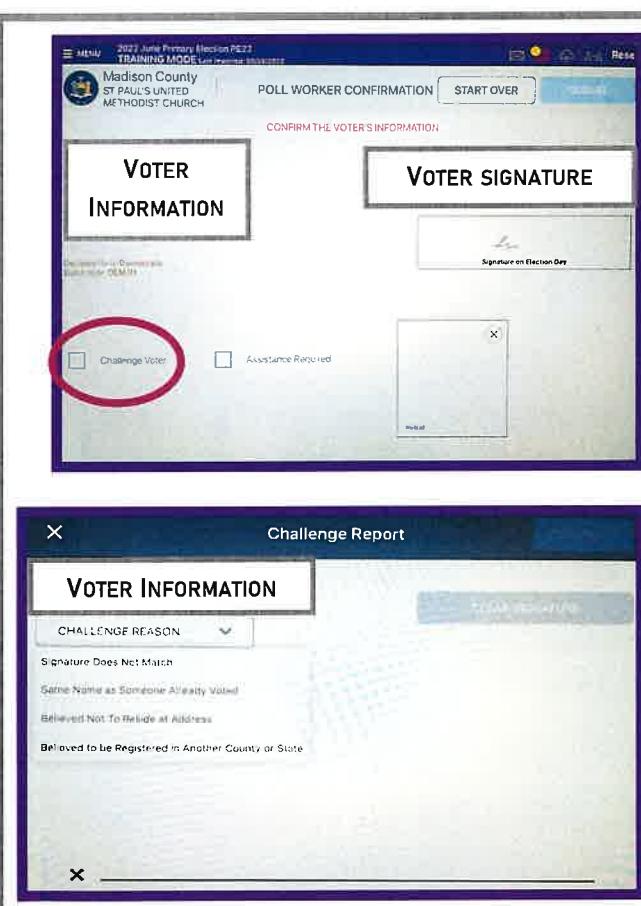
These numbers are important for completing the BALLOT TRACKING FORM correctly at the end of the night.

CHALLENGES

A “challenge” is when an Election Inspector, a Poll Watcher, or another voter at the poll site declares that the voter (who is listed in the Poll Pad) does not have the right to vote at this poll site.

An Election Inspector will administer the following oath to the challenged voter: *“You do solemnly swear (or affirm) that you will make true answers to such questions as may be put to you concerning your qualifications as a voter.”*

If the voter takes the oath, the Election Inspector will question the voter as to their right to vote at this poll site. The Election Inspectors, by tie or majority, will decide if the voter has the right to vote.



If Election Inspectors decide the voter DOES have the right to vote, they will be processed accordingly on the Poll Pad.

When you reach the signature confirmation screen, as shown here, check the box that says **“Challenge Voter”**.

Upon checking the box, the Challenge Report will come up. Select a challenge reason & have the Challenger sign their name on the signature line.

Click the blue CONTINUE button on the Challenge Report screen & the blue SUBMIT button on the Poll Worker Confirmation screen to print the voter their ballot. They will cast their ballot on the voting machine as normal.

If Election Inspectors conclude that the voter DOES NOT have the right to vote, they will call the Board of Elections at (315)366-2231 for further instructions.

ELECTION DAY ABSENTEE VOTING

Voters who are issued an absentee ballot will no longer have the option to vote in person on the ICE Voting Machine.

*This new change in Election Law requires voters who have been issued an absentee ballot & later decide to cast their ballot, to vote by **AFFIDAVIT BALLOT ONLY.***
NO COURT ORDERS.

To determine how a voter would like to proceed, direct the voter to the Affidavit & Court Order table & give them the **AFFIDAVIT & COURT ORDER VOTING INSTRUCTIONS.**

*There are copies of the Affidavit & Court Order Voting Instructions located inside the **orange Affidavit Folder** & inside the pouch in the **red table binder.***

Absentee Chain of Custody Form

This form will be located inside the yellow Communication Folder at the beginning of the day & will travel with, NOT INSIDE, the blue Ballot Bag at the end of the night.

Complete the following steps after polls close, but **PRIOR** to sealing the **blue Ballot Bag**:

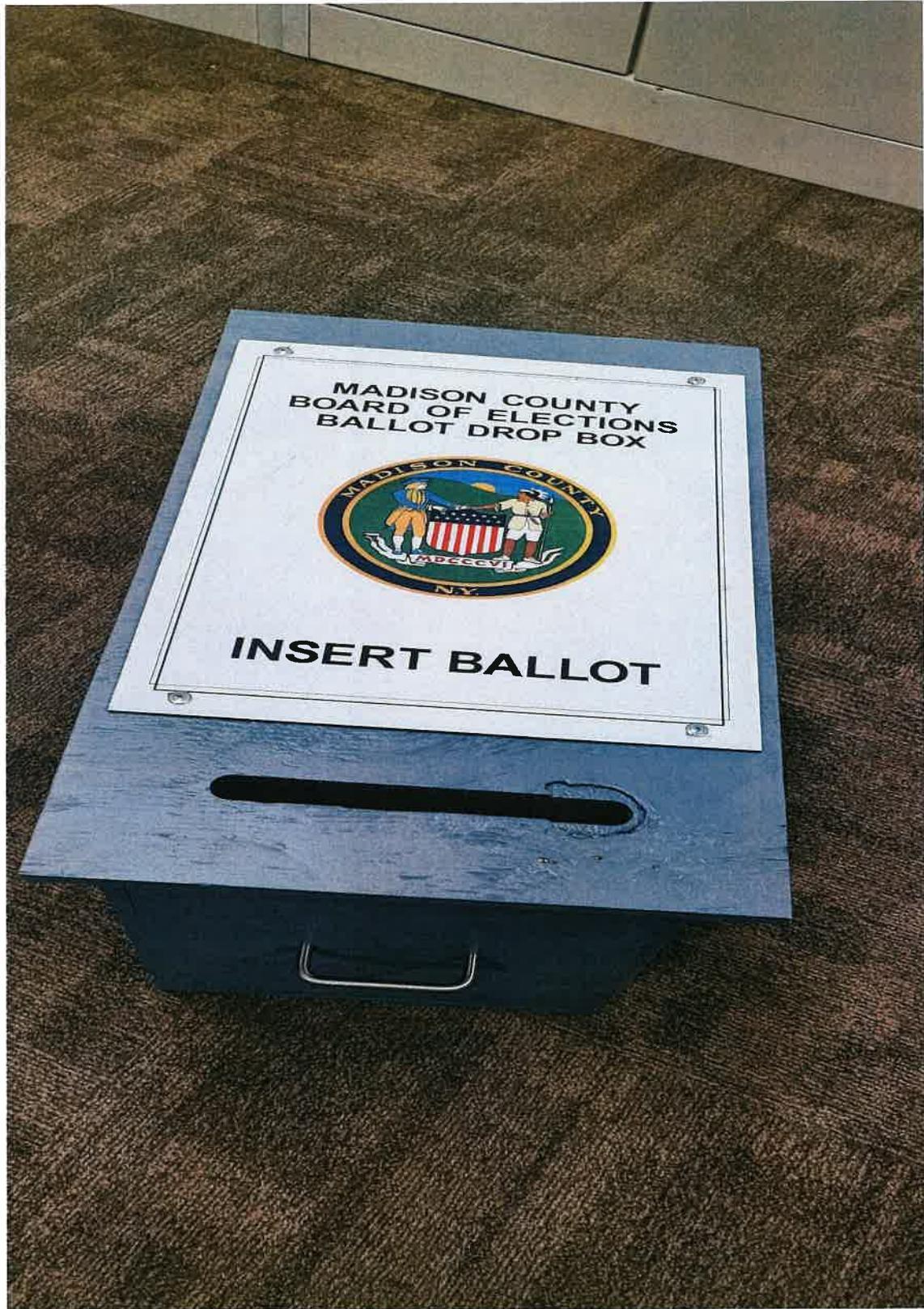
- As a bipartisan team, unlock both locks on the Absentee Ballot Drop Box & retrieve ALL absentee ballots from inside.
- Count each ballot & place them all inside the **purple envelope** labeled **“Ballots from Absentee Drop Box”**.
- Be sure to record the number of absentee ballots you received at the poll site in the correct spot on the Absentee Ballot Chain of Custody Form, **even if that number is zero**. *This form MUST be signed by a bipartisan team!*
- After all absentee ballots are inside, zip the **purple Absentee envelope** closed & use the barcode label provided to seal it.
- Place the **purple Absentee envelope** inside the **blue Ballot Bag**. Leave the Absentee Chain of Custody Form **OUTSIDE** of the **blue Ballot bag**, as this will be handed to the Deputy or designated pick-up person.

Instructions for Absentee Chain of Custody Form

DO NOT place this form inside the blue ballot bag!

This form needs to be completed even if the number of absentee ballots you receive is zero!

1. Record seals for purple Absentee Envelope, **blue Ballot Bag**, & **orange Affidavit Bag**.
2. Make sure to record the **NUMBER OF ABSENTEE BALLOTS RECEIVED** even if that number is zero.
3. A bipartisan team must check all seals & then sign their names on the line for **“Democratic Inspector”** & **“Republican Inspector”**.
4. A Deputy will be designated for pick up & must check & confirm the seals on the **blue Ballot Bag** & **orange Affidavit Bag** & sign on the **“Pick Up – Deputy”** line.
5. The last seal confirmation will take place at the Board of Elections by a bipartisan team of BOE staff.



Absentee Ballot Drop Box

SAMPLE: Absentee Chain of Custody Form

This form travels **WITH** the blue ballot bag and the seal **MUST** be verified each time it changes hands.

DO NOT PLACE THIS FORM INSIDE THE BLUE BALLOT BAG!

SAMPLE ABSENTEE BALLOT CHAIN OF CUSTODY FORM

Election: GE99

Date: December 31st, 2099

Poll Site: TWD - Polling Location

Purple Envelope Seal Number:

NOTE **Please seal purple envelope with barcode label**

1

Blue Ballot Bag Seal Number:

Orange Affidavit Bag Seal Number:

NUMBER OF ABSENTEE BALLOTS RECEIVED:

2

PLEASE SIGN BELOW TO CONFIRM SEAL NUMBERS & ABSENTEE BALLOTS RECEIVED

3

DEMOCRATIC INSPECTOR SIGNATURE

REPUBLICAN INSPECTOR SIGNATURE

4

PICK UP - DEPUTY SIGNATURE

5

DEMOCRATIC BOE SIGNATURE

REPUBLICAN BOE SIGNATURE

THIS FORM NEEDS TO BE COMPLETED EVEN IF THE NUMBER OF ABSENTEE BALLOTS YOU RECEIVE IS ZERO!!!