



**MADISON COUNTY BOARD
OF ELECTIONS**
PRESENTS
**INSPECTOR TRAINING
2013**



- o Please stand for the pledge of allegiance
- o Restrooms and breaks
- o Please no food or drink in the chambers. (water is fine)
- o Fire exits
- o Attendance and taking the oath

Oath of Office

I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of Inspector of Election, according to the best of my ability; that I am a Citizen of the United States and of the State of New York, and a qualified voter of the County of Madison; that I do not hold any public office and am not a candidate for any office to be voted for by the voters there of.

I further swear that I will not in any manner request or seek to persuade or induce any voter to vote any particular ticket, or for any particular candidate; and that I will not keep or make any memoranda or entry of anything occurring within the booth; and that I will not directly or indirectly reveal to any person the name of any candidate voted for by any voter or which ticket he has voted, or anything occurring within the voting booth, except as I may be called upon to testify in a judicial proceeding for a violation of the Election Law.

2013 Update

- o 2012 Wow what a turn out.... 70.5% turn out
- o 36% turn out in 2011
- o 48% turn out in 2009
- o 38% turn out in 2007
- o Positive machine changes
- o Gone in 5 booklet



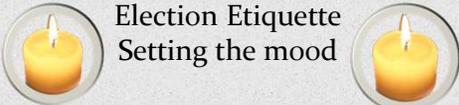
Today we will discuss...

- o Your roll as an Inspector
- o Opening the Polls
- o Guiding the voter through the voting process
 - o Check in, marking the ballot, scanning the ballot
- o Closing the polls

YOUR ROLL AS AN INSPECTOR



Election Etiquette Setting the mood



- Check and recheck to make sure voters are able to exercise their right to vote
- Remain calm at all times
- Be polite to all voters
- Use all resources at your disposal
- Be considerate to your fellow inspectors
- Be courteous toward poll watchers and candidates. Kindly advise them of election procedures, if necessary
- Take care of your polling site: keep organized and clean

Your roll as a public educator

- o Stay positive
- o Be patient
- o Talk directly to the voter
- o Restate what you are saying if they do not understand.



Instilling teamwork!!

All inspectors will work bipartisan teams when opening and closing polls.

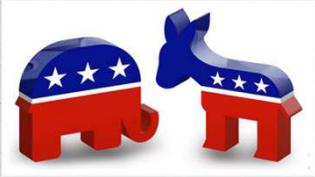
Note for pollsites with multiple districts or machines.

Each voting system belongs to the pollsite.



TEAMWORK!
WORKING TOGETHER GETS THE GOODIES!

Opening the polls



In bipartisan teams

Bipartisan team one: Setting up the pollsite.

- ❖ Open and set up the voting system.
- ❖ Fill in the security report.
- ❖ Set up the ballot marking booth and privacy screen

What's new you ask?

Really???



Opening the Machine

1. Plug in and turn on the machine. Deliver ballot bag.
2. Continuous beeping starts place the I button on the security pad.
3. Enter the password
4. Confirm time/date
5. Press open polls
6. Print the ZERO tape

Pull out your Machine tape

Verify that the tape is all zeros. Enter the total scanned and total voters.

Enter the protective counter number.

Do the check list on the back of the sheet.

Sign and place in the red bag

SECURITY CHECK LIST

Page 1 of 2

Election Date: July 4, 2013

County: **Madison County Board of Elections** Polling Place: **MADISON COUNTY TRAINING**

Town/Ward/District: **TRAINING TOWN-Ward 600-District 003**

Voting Machine ID: **27-303377-0003-0003 (BMD Voting System)**

POLL'S OPEN REPORT		POLL'S CLOSE REPORT	
Total Scanned (SHOULD BE ZERO)	_____	Total Scanned	_____
Total Voters (SHOULD BE ZERO)	_____	Total Voters	_____
Protective Counter #	_____	Protective Counter #	_____

Seal Tag Location	County Board Installed Seal/Tag Number	Opening Seal Tag Number	Inspector - Installed Daytime Replacement (If Any) Seal / Tag #	Polls Closed Seal/Tag Number
Scanner side	303715			
Thermal Printer	203501			
Scanner Back	203720			
Emergency Door	203717			
Printer Deck	211774			
Printer CF Card	203500			
Ballot Box	309052			
CF Card Door #1	104235			
CF Card Door #2	1109726			
Metal Cover	BMD System			

Ballot ID: _____ Ballot Count: _____

Be sure all seals are intact and none have voiding thru it - replace any if necessary and record in middle column

NTS Data Services, LLC - Oshkosh Madison County Board of Elections

SEAL LOCATIONS

The seals are fitted in a circular pattern around the scanner, then around the BMD printer, around the memory card door.

1. Scanner Side
2. Thermal Printer
3. Scanner Back
4. Emergency Ballot Door
5. Printer Deck (BMD)
6. Printer CF Card (BMD)
7. Ballot Box
8. CF Card Door #2 (Administrator)
9. CF Card Door #1 (Poll Worker)
10. Metal Cover (ICP)

The ICP (scanner only unit) will not have the BMD seals 5 & 6. It will have an additional seal 10 for the cover

SECURITY CHECK LIST

Page 2 of 2

<p>POLL'S OPEN REPORT</p> <p>WE DO HEREBY CERTIFY</p> <p><i>That on this day, before polls were opened for voting,</i></p> <p><input type="checkbox"/> InsigniCast keys were delivered to us in a secure envelope & removed in the presence of at least one Democrat & one Republican Inspector</p> <p><input type="checkbox"/> The Ballot box seal matches the security pouch</p> <p><input type="checkbox"/> All seals are verified and intact</p> <p><input type="checkbox"/> Ballots are sealed in the blue bag</p> <p><input type="checkbox"/> Ballots accounted for on the Ballot Transmittal form</p> <p><input type="checkbox"/> The OPEN POLL tape was compared to the candidate list (or the sample ballot), signed & placed in the red security pouch</p> <p><input type="checkbox"/> The Ballot box is empty & re-sealed for voting</p> <p>*** Place all paper seals removed from the InsigniCast below the Security Seal Check List. Place all plastic seals cut on Election Day in the red security pouch for return.</p> <p><i>We have conducted this election in accordance with the instructions provided by the Board of Elections & have completed all certificates & accountability forms accordingly.</i></p> <p>Signed by the Election Inspectors</p> <p>Signature: _____</p> <p>Signature: _____</p> <p>Signature: _____</p> <p>Signature: _____</p> <p style="font-size: x-small;">NTS Data Services, LLC - Oshkosh</p>	<p>POLL'S CLOSE REPORT</p> <p>WE DO HEREBY CERTIFY</p> <p><i>That on this day, immediately after the polls closed,</i></p> <p><input type="checkbox"/> The polls are closed, closing tape printed, & the InsigniCast is shut down</p> <p><input type="checkbox"/> All ballots are emptied from the ballot box & sealed in the ballot bag</p> <p><input type="checkbox"/> Ballot transmittal form completed</p> <p><input type="checkbox"/> Signage re-attached in ballot box</p> <p><input type="checkbox"/> The POLLWORKER CF card is removed & the compartment re-sealed</p> <p><input type="checkbox"/> The CLOSE POLL result tape is signed & placed in the red security pouch</p> <p>The following items are sealed in the security pouch:</p> <p><input type="checkbox"/> InsigniCast CF card & machine keys (sealed in white envelope)</p> <p><input type="checkbox"/> This Security Report</p> <p><input type="checkbox"/> OPEN POLL tape & the CLOSE POLL tape</p> <p><input type="checkbox"/> Ballot Transmittal form</p> <p>Signed by the Election Inspectors</p> <p>Signature: _____</p> <p>Signature: _____</p> <p>Signature: _____</p> <p>Signature: _____</p> <p style="text-align: right;">Madison County Board of Elections</p>
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Finish setting up poll site.

- 6 foot marker
- Marking booth (with instruction sheet in each booth)
- Privacy screen
- BMD equipment

Bipartisan team two: Setting up the pollsite.

- Distribute the Green envelope to the voting machine team.
- Set up the check-in table.
- Confirm the ballot count.
- Ensure that the postings are prominently displayed.

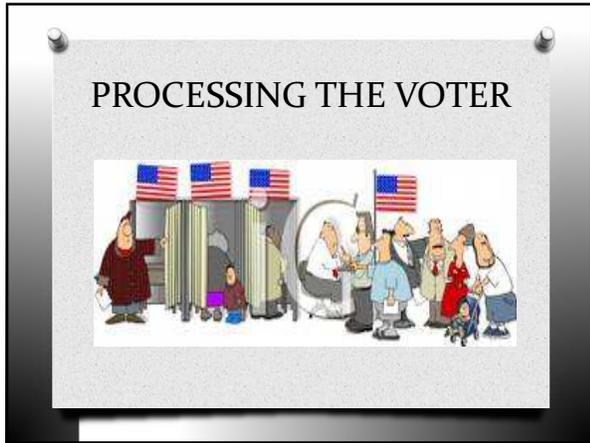
Required Postings

- Position the posting board in a high traffic area.
- Make sure name tags are on.
- Make sure a flag is posted
- Make sure your 100' distant marker is out.
- Post forms
 - Voters bill of rights
 - Sample ballot
 - Sample ballots are posted near where voters wait in line to vote at eye level.
 - Vote here signs
 - Forms of ID
 - Proposition/referendum
- Some may need additional district or location signs.

BALLOT INVENTORY FORM		Poll Site: Training Room 2	Election District: BOE
ELECTION DATE: 4/16/2013	Address: 230 N. Court St, Waukesha WI 53153	Ballot ID #: 2013	
POLLS OPEN			
Inspectors shall confirm that this supply bag for this district contains ballots in the following quantities:			
Number of ballot booklets:	2 X50	Inspectors agree	<input type="checkbox"/>
Sequential ballot range:	1-100	Inspectors agree	<input type="checkbox"/>
BMD Blank ballot paper:	5	Inspectors agree	<input type="checkbox"/>
Sealed with seal #:	629432	Inspectors confirm	<input type="checkbox"/>
We verify the ballot count listed above is true		BOE confirm	<input type="checkbox"/>
If inspectors' confirmation of the ballot inventory does not match, contact the County Board of Elections immediately.			
Inspector Signatures: _____			
POLLS CLOSED			
Ballots Un-used		Ballots Used	
Number of ballot booklets un-used:	X50	BALLOTS CAST (Security Report)	<input type="checkbox"/>
Number of ballots un-used on open book:	<input type="checkbox"/>	Ballots Spoiled:	<input type="checkbox"/>
TOTAL un-used pre-printed ballots:	<input type="checkbox"/>	Ballots Used as Affidavits:	<input type="checkbox"/>
TOTAL un-used/used BMD blank ballot:	<input type="checkbox"/>	Un-scanned Voted Ballots:	<input type="checkbox"/>
Ballot bag Sealed with seal #:	<input type="checkbox"/>	TOTAL used ballots:	<input type="checkbox"/>
Inspector Signatures: _____			

Time to practice

- You will follow instructions on the hand out
- 20 minutes to open the machine and vote.
- 5 minutes to close the machine.
- The serial numbers will NOT match the security report.



You say: Hi, what is your name and address please.

Voter says:
Kelsie Fuess
38 Madison St

- o Voter signs the book and signature is verified
- o Initial the book and enter the ballot number
- o Hand the voter the ballot and privacy sleeve and direct them to an available privacy booth.

Madison County Board of Elections
Poll Book Report For 11/08/2011 General Election
TABULATING 10000

Page 11
FIS - FUR

Voter ID	Name	Address	AFF	DOB	Reg Date
917048	FISHER, CALVIN J	7868 BERRY HILL RD	BLK	05/09/1991	10/07/2010
803273	FRASER, MARY T	9 WYLLIS ST	BLK	05/05/1959	08/30/1988
908639	FUESS, JENEANNE M	38 MADISON ST	BLK	10/30/1966	06/15/2007
910995	FUESS, KELSIE M	38 MADISON ST	IND	02/01/1990	05/06/2008
907149	FURLONG, AUDREY E	422 MADISON ST	BLK	04/02/1961	05/08/2006

Marks the ballot

- o She receives her ballot with a Privacy Sleeve and is directed to the Ballot Marking Booth.

Inspector idea

Votes the ballot

- o She advances to the machine to cast her ballot
- o Confirms that the ballot is cast.

Special procedures

- o Name change
- o ID required
- o Absentee ballot voter
- o Write-In votes
- o Voter challenges
- o Move within district
- o Move out of district
- o Notice to voters
- o Affidavit ballots
- o Court orders
- o Ballot review
- o Challenge report
- o Spoiled ballot
- o Over vote
- o Misread/ambiguous
- o Abandoned ballot
- o Blank ballot

Name change without a move

Name Change without a move

- o They do NOT need to update their registration with the Board of Elections before being allowed to vote on the machine.
- o Enter the information in the challenge form at the end of the poll book.



ID required

- o **Id Required:**
- o Only voters that have ID REQUIRED in the box where they would sign their name actually have to show I.D. Acceptable forms of ID are listed on the information board. The ID they provide along with the number must be written in the signature box.
- o If the voter has no ID they must vote affidavit.

ID: _____ IND: F 07/24/1987 09/25/2006

ID REQUIRED

SIGNATURE OF VOTER: _____ AMYOTW MALLOY



Absentee Voter

Yes they may vote at the poll site.

Absentee may be returned to your poll site.

Let us know when you get a chance.



Write in

Office	Favorite Flower (Vote for ONE)	Favorite Movie (Vote for ANY TWO)	Favorite Restaurant (Vote for ONE)
Democratic	Rose	Wizard of Oz	TGI Friday's
Republican	Daisy	Cocoon	Friendly's
Independence	Sunflower	Independence Day	
Conservative	Carnation	Clash of the Titans	Texas Road House
People's Choice		Road Hogs	Olive Garden
Common Sense	Lily		Red Lobster
Good Neighbor	Iris	Forrest Gump	Chili's
WRITE-IN	Petunia	The Hangover	3:10 To Yuma



Challenges...

- Voter's may be challenged by any registered voter.
- Administer the oath.
- When challenging a voter, you must fill out the challenge report. (yellow form)
- Challenged voters that takes the qualification oath must be allowed to vote using a scanned ballot.

SECTION II - CHALLENGE REPORT		CHALLENGES
NAME: _____ ADDRESS: _____ REGISTRATION # _____ REASON FOR CHALLENGE: _____	NAME: _____ ADDRESS: _____ REGISTRATION # _____ REASON FOR CHALLENGE: _____	NAME: _____ ADDRESS: _____ REGISTRATION # _____ REASON FOR CHALLENGE: _____
NAME: _____ ADDRESS: _____ REGISTRATION # _____ REASON FOR CHALLENGE: _____	NAME: _____ ADDRESS: _____ REGISTRATION # _____ REASON FOR CHALLENGE: _____	NAME: _____ ADDRESS: _____ REGISTRATION # _____ REASON FOR CHALLENGE: _____
NAME: _____ ADDRESS: _____ REGISTRATION # _____ REASON FOR CHALLENGE: _____	NAME: _____ ADDRESS: _____ REGISTRATION # _____ REASON FOR CHALLENGE: _____	NAME: _____ ADDRESS: _____ REGISTRATION # _____ REASON FOR CHALLENGE: _____

An inspector will administer the oath. "I 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 applicant makes the oath, the inspector will question him or her in his district.
The inspector will decide if he has the right to vote (by a tie or majority) and the applicant votes on the machine. If decided he can not vote-please call our office.

Today's theme....

Voter's must vote where they reside...

Voter moves within the district...

but how are you certain it is in your district.

Hi, my name is Ann Jones and I live at 2043 Alexis Ave.

SECTION I	NAME OR ADDRESS CHANGE	
NAME: _____ ADDRESS: _____ REGISTRATION # _____ NEW NAME: _____ NEW ADDRESS: _____	NAME: _____ ADDRESS: _____ REGISTRATION # _____ NEW NAME: _____ NEW ADDRESS: _____	NAME: _____ ADDRESS: _____ REGISTRATION # _____ NEW NAME: _____ NEW ADDRESS: _____
NAME: _____ ADDRESS: _____ REGISTRATION # _____ NEW NAME: _____ NEW ADDRESS: _____	NAME: _____ ADDRESS: _____ REGISTRATION # _____ NEW NAME: _____ NEW ADDRESS: _____	NAME: _____ ADDRESS: _____ REGISTRATION # _____ NEW NAME: _____ NEW ADDRESS: _____
NAME: _____ ADDRESS: _____ REGISTRATION # _____ NEW NAME: _____ NEW ADDRESS: _____	NAME: _____ ADDRESS: _____ REGISTRATION # _____ NEW NAME: _____ NEW ADDRESS: _____	NAME: _____ ADDRESS: _____ REGISTRATION # _____ NEW NAME: _____ NEW ADDRESS: _____

Voter moves outside the district

Remember – voters must vote in the district they reside

- o When you checked in the voter you asked for their address. Now determine where they vote.
- o Even though they are in your book they will vote affidavit at their new pollsite.
- o Use your street list.
- o Call 366-2231
- o Be certain where you are sending voters.

What do you mean I am not in the poll book?



NOTICE TO VOTERS

SECTION 8-302.3a and 8-303 of New York State Election Law

If your poll record is missing, or if you were asked to present identification and did not do so, or if in a Primary election, your poll record does not show enrollment in one 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 this county, and in a Primary election, that you are enrolled in the appropriate party, 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 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 this election district, your ballot will be counted. You will be notified if your ballot is cast or not, and the reason for such decision.
- 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 of Elections at the number provided below:

Madison County Board of Elections
County Office Building, PO Box 666
Wampsville, NY 13153
Phone 315-366-2231

AFFIDAVIT BALLOT ENVELOPE MADISON COUNTY AFFIDAVIT OATH

(This is a form with various fields for name, address, party, and signature, along with checkboxes for voter status and party enrollment.)

What is an affidavit ballot?

- ❖ **Affidavit ballots are ballots used in United States elections when a person's right to vote in a particular district is in dispute.**
 - ❖ Not the right party...
 - ❖ In New York State you must be registered in the party that is holding the primary.
 - ❖ Moved...
 - ❖ Wrong District...
 - ❖ Not registered...
 - ❖ We do not count these on Election Day

What do you mean I am not in the poll book?



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Madison County Board of Elections
County Office Building, PO Box 666
Wenona, NJ 07150
Phone 315 - 366 - 2231

INSPECTOR USE ONLY
VOTES ON MACHINE ONLY

Signature of Voter _____
Ballot Number _____

STATE OF NEW YORK
SURRENDER COUNTY
COUNTY COURT

COUNTY OF MADISON

STATE OF NEW YORK,)
COUNTY OF MADISON,) ss: _____, being duly sworn, deposes and says:

- That _____ he resides at _____ in the _____ Election District of the Town of _____ or the _____ Election District of the Ward in the City of Otisville.
- That _____ he is a citizen of the United States, at least 18 years of age and has been a resident of the State of New York and of the County of Madison for 30 Days next preceding this election.
- That _____ he is a duly qualified and enrolled voter in the _____ Party under the election laws of the State of New York, but has been refused the right to vote at her/his polling place and believes she/he should be entitled to vote for the following reasons:

- Deponent hereby makes application for an order to vote in the aforesaid district upon affixing her/his signature at the top of this oath.
- That no prior application has been made for the relief herein sought.

Subscribed and sworn to before me this _____
November, 20____.

Notary Public/Commissioner of Deeds

From inspector notes:

Debbie Achier
Moved to Virginia
District 2
According to her
mother.

MADISON COUNTY
BOARD OF ELECTIONS
County Office Building
Wenona, NJ 07150
Phone 315-366-2231
Fax 315-366-2232

COMMISSIONER
A. JOHN W. JORDAN, III
LAWRENCE COUNTY, NJ

I am writing to confirm that _____ 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

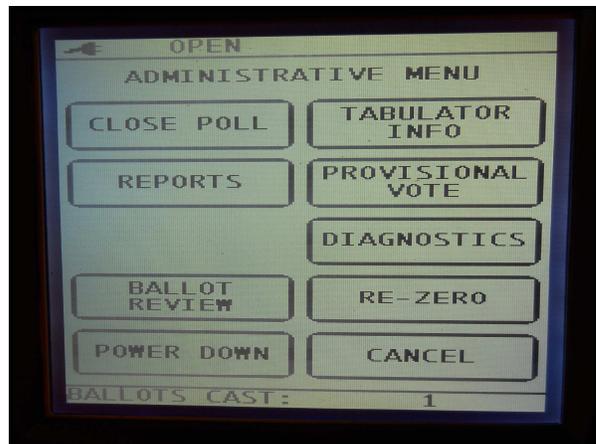
I, _____ verify that the individual named above is no longer qualified or competent to vote in Madison County and request removal from the Madison County Voter registration list.

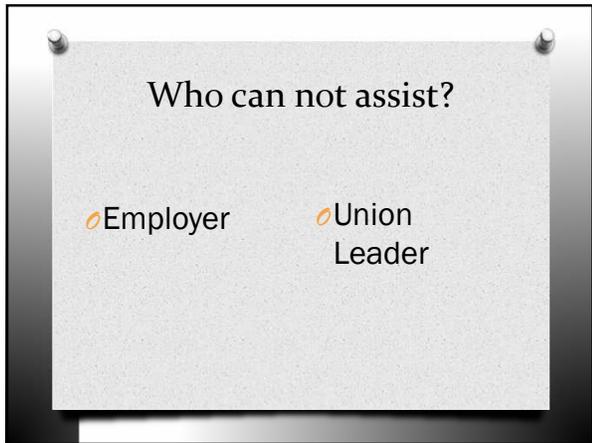
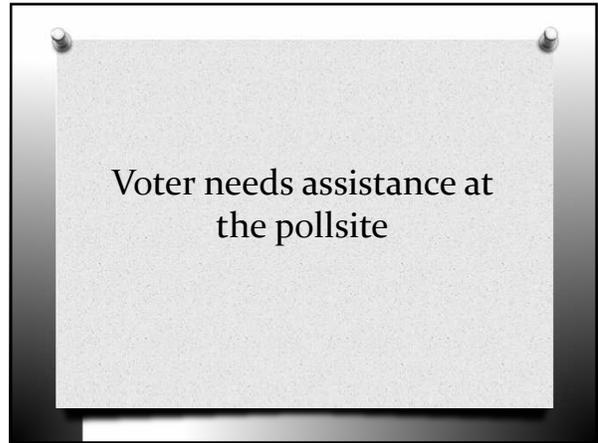
Signature) _____ Date) _____

Relationship (if not said individual): Spouse
 Parent
 Child

Ballot review...

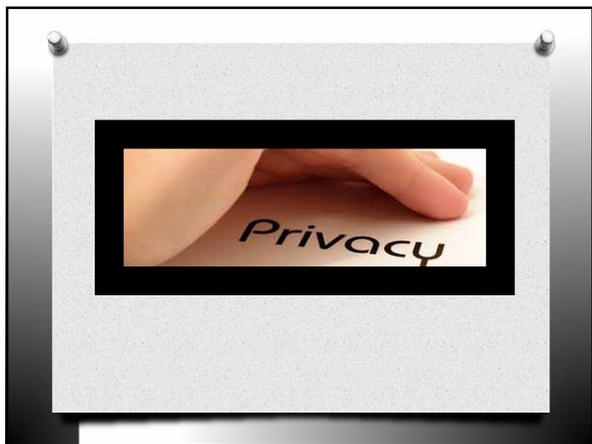
How do I know the machine is tallying my vote correctly.



SECTION II - CHALLENGE REPORT		ASSISTANCE PROVIDED	
NAME:	NAME:	NAME:	NAME:
ADDRESS:	ADDRESS:	ADDRESS:	ADDRESS:
REGISTRATION #:	REGISTRATION #:	REGISTRATION #:	REGISTRATION #:
REASON FOR ASSISTANCE:	REASON FOR ASSISTANCE:	REASON FOR ASSISTANCE:	REASON FOR ASSISTANCE:
PERSON PROVIDING ASSISTANCE:	PERSON PROVIDING ASSISTANCE:	PERSON PROVIDING ASSISTANCE:	PERSON PROVIDING ASSISTANCE:
NAME:	NAME:	NAME:	NAME:
ADDRESS:	ADDRESS:	ADDRESS:	ADDRESS:
REGISTRATION #:	REGISTRATION #:	REGISTRATION #:	REGISTRATION #:
REASON FOR ASSISTANCE:	REASON FOR ASSISTANCE:	REASON FOR ASSISTANCE:	REASON FOR ASSISTANCE:
PERSON PROVIDING ASSISTANCE:	PERSON PROVIDING ASSISTANCE:	PERSON PROVIDING ASSISTANCE:	PERSON PROVIDING ASSISTANCE:
NAME:	NAME:	NAME:	NAME:
ADDRESS:	ADDRESS:	ADDRESS:	ADDRESS:
REGISTRATION #:	REGISTRATION #:	REGISTRATION #:	REGISTRATION #:
REASON FOR ASSISTANCE:	REASON FOR ASSISTANCE:	REASON FOR ASSISTANCE:	REASON FOR ASSISTANCE:
PERSON PROVIDING ASSISTANCE:	PERSON PROVIDING ASSISTANCE:	PERSON PROVIDING ASSISTANCE:	PERSON PROVIDING ASSISTANCE:

An inspector will administer the oath to the person providing assistance. "Do you solemnly swear or affirm that the statements you just made are true?" An inspector will administer the oath to the person providing assistance. "Do you solemnly swear or affirm that you will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and that you will not make or keep any communication or entry of anything occurring in the voting booth, and that you will not, directly or indirectly, reveal to any person the name of any candidate or proposal voted for by the voter, or which ticket he or she had voted, or anything occurring within the voting booth, except when required pursuant to law to give testimony as to such a matter in a judicial proceeding?"



Privacy

- It is critical the Inspectors make every effort to ensure a voters' privacy whenever a voter is in possession of their ballot.
- ALWAYS us a privacy sleeve.
- DO NOT handle a voters' ballot.
- DO NOT hover near the ballot marking booths or the voting machines.

Ballot Guideline

- o The voter receives a privacy sleeve with the ballot.
- o Direct the voters to the ballot marking booth.
 - o DO NOT pre rip the ballots
- o Explain that they may not erase any marks, if they make a mistake simply return it directly to you and they will be issued a new ballot.
 - o Up to three tries.

Fully voted ballot

Office	Favorite Flower (Vote for ONE)	Favorite Movie (Vote for ANY TWO)	Favorite Restaurant (Vote for ONE)
Democratic	Rose	Wizard of Oz	TGI Friday's
Republican	Daisy	Cocoon	Friendly's
Independence	Sunflower	Independence Day	
Conservative	Carnation	Clash of the Titans	Texas Road House
People's Choice		Road Hogs	Olive Garden
Common Sense	Lily		Red Lobster
Good Neighbor	Iris	Forrest Gump	Chill's
WRITE-IN	WRITE IN	WRITE IN	WRITE IN

Over voter ballot

Office	Favorite Flower (Vote for ONE)	Favorite Movie (Vote for ANY TWO)	Favorite Restaurant (Vote for ONE)
Democratic	Rose	Wizard of Oz	TGI Friday's
Republican	Daisy	Cocoon	Friendly's
Independence	Sunflower	Independence Day	
Conservative	Carnation	Clash of the Titans	Texas Road House
People's Choice		Road Hogs	Olive Garden
Common Sense	Lily		Red Lobster
Good Neighbor	Iris	Forrest Gump	Chill's
WRITE-IN	WRITE IN	WRITE IN	WRITE IN

OPEN

You filled in too many ovals in this many contests: 2

These votes will not count

Best Ice Cream Flavor
You chose 2
You are allowed 1

Best Season
You chose 2
You are allowed 1

NEXT PAGE

BALLOTS CAST: 0

OPEN

Press RETURN to get your ballot back and ask an inspector for a new one.

To ignore this message and cast your ballot with votes that will not count, press CAST.

PREV PAGE

NEXT PAGE

BALLOTS CAST: 0

OPEN

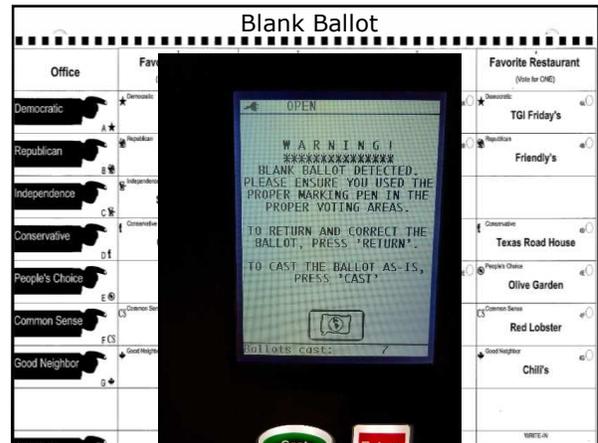
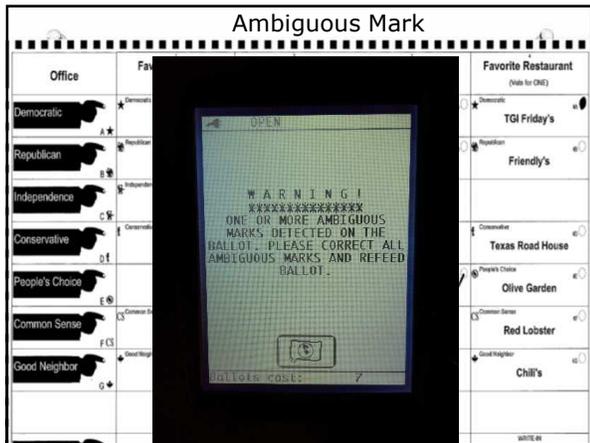
YOU FILLED IN MORE THAN ONE OVAL FOR A CANDIDATE IN AT LEAST ONE CONTEST.

WHILE YOUR CANDIDATE PREFERENCE IS CLEAR, IT IS NOT CLEAR WHICH PARTY YOU PREFER. IF YOU DO NOT CHANGE YOUR BALLOT, YOUR VOTE WILL COUNT FOR THE CANDIDATE, BUT ONLY UNDER THE PARTY YOU SELECTED LISTED FIRST ON THE BALLOT.

NEXT

Under voted ballot

Office	Favorite Flower (Vote for ONE)	Favorite Movie (Vote for ANY TWO)	Favorite Restaurant (Vote for ONE)
Democratic	Rose	Wizard of Oz	TGI Friday's
Republican	Daisy	Cocoon	Friendly's
Independence	Sunflower	Independence Day	
Conservative	Carnation	Clash of the Titans	Texas Road House
People's Choice		Road Hogs	Olive Garden
Common Sense	Lily		Red Lobster
Good Neighbor	Iris	Forrest Gump	Chill's
WRITE-IN	WRITE IN	WRITE IN	WRITE IN



What if...

- You hear four beeps coming from the machine at any time?

The image contains a slide with a title "What if..." and a bullet point asking about four beeps from the machine. To the right is a graphic of a power cord and outlet with the text "NO POWER" in large, bold, red letters.

The image shows a photograph of an elderly woman with a shocked expression, her hands to her face. A speech bubble next to her says "HELP! I made a mistake on my ballot".

Spoiled ballots

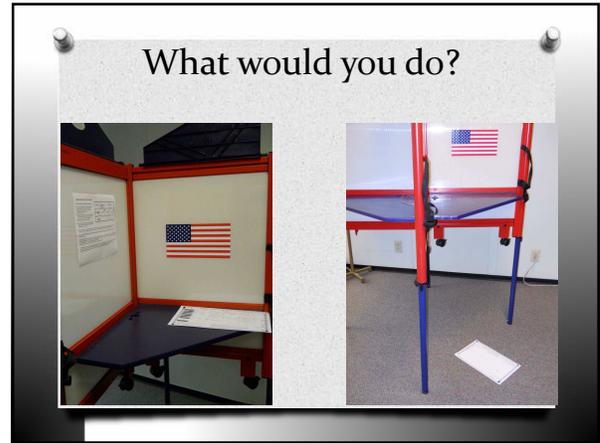
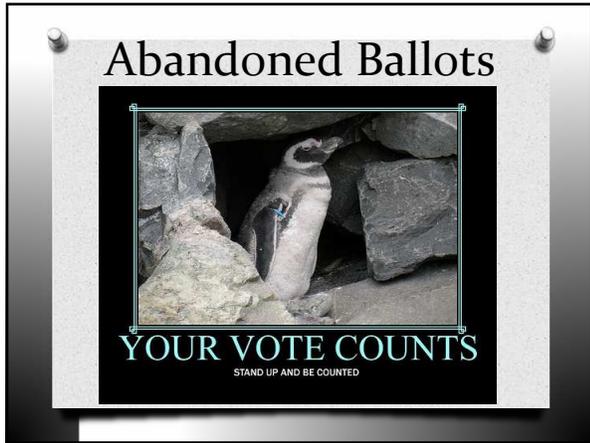
<p><u>The voter:</u></p> <ul style="list-style-type: none"> Returns the ballot to you. No more than three (3) ballots. Rip the ballot once seals it in a spoiled ballot envelope. Places the sealed envelope inside the storage envelope and check off the number ballot. 	<p><u>The inspector:</u></p> <ul style="list-style-type: none"> Replace the ballot by tearing off the next ballot on the stack. Record the information on the spoiled ballot sheet
--	--

Tally of ballots returned	Comments	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			

Total Ballots Contained in this Envelope: _____

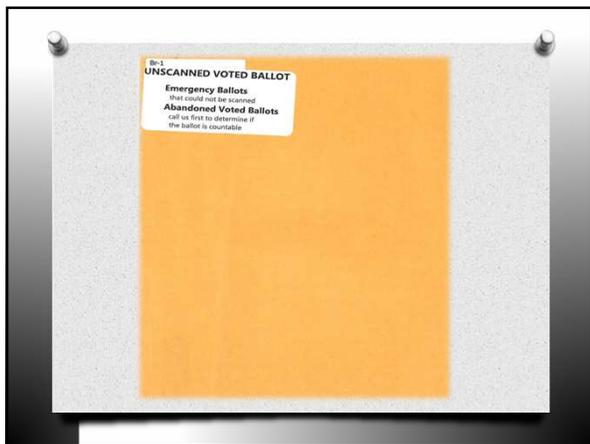
Reminders:

- *Do not handle ballots
- *Ask voter to seal ballot inside the spoiled envelope.
- *Cross off that a ballot has been returned
- *Enter the replacement #
- *Ballots abandoned at the marking booth also go into this folder



Tally of ballots returned	Comments	Replacement Ballot Number	Reminders:
X		57	*Do not handle ballots *Ask voter to seal ballot inside the spoiled envelope. *Cross off that a ballot has been returned *Enter the replacement # *Ballots abandoned at the marking booth also go into this folder
X	Abandoned		
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Total Ballots Contained in this Envelope-



OH MY GOODNESS...the machine has broken....

- ❖ CALL THE BOARD OF ELECTIONS!!
- ❖ We will instruct you to go to emergency ballots. You will continue to process voters in the same manner.
- ❖ Sign in table - Make sure you put mark the box "emergency ballot" on the ballot stub.

MADISON City/Town ED (Numbering Sequence 1-500)

TEST ELECTION Month, Day, 2011 AFFIDAVIT EMERGENCY Book No. 1 of 10

No. 2

Remember the machine is not working?

Once the scanner is fixed you will lock and re-seal the door.

We will instruct you on how to proceed at the end of the night.




Power of Attorney Not in Elections



Each Poll Worker to keep. T in table. Each poll worker must present to inspectors.

WATCHER CERTIFICATE
DOMINION ELECTIONS DAY

Section 9-500 Election Law

I/We, the undersigned, being _____ of the _____ party, do hereby appoint _____ as my/our _____ in the _____ county of _____ to be a watcher for the election to be held on _____ in the _____ election district, in the _____ ward if applicable of the town, city, or village of _____ for the _____ Assembly District in Nassau County or the City of New York.

Signature _____ Title _____

GUIDELINES

- Watchers shall be appointed by the chair of any party committee or independent body whose candidates names appear on the ballot or any list of names candidates in a primary election.
- Each watcher must be a qualified voter of the city or county in which he/she is to serve.
- Watcher certificates must be delivered to an inspector at the election district.
- No more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district.
- Watchers may be present at the polling place at least fifteen minutes before the start-up and operations of any voting machine or ballot box at the opening of the polls, and after the signing of the inspectors' process and presentation of the results.
- No more than one watcher appointed by each party committee or independent body or candidate whose name appears on the ballot may be within the guard rail at any one time.

©2009/2010/2011/2012/2013/2014/2015/2016/2017/2018/2019/2020/2021/2022/2023/2024/2025/2026/2027/2028/2029/2030/2031/2032/2033/2034/2035/2036/2037/2038/2039/2040/2041/2042/2043/2044/2045/2046/2047/2048/2049/2050/2051/2052/2053/2054/2055/2056/2057/2058/2059/2060/2061/2062/2063/2064/2065/2066/2067/2068/2069/2070/2071/2072/2073/2074/2075/2076/2077/2078/2079/2080/2081/2082/2083/2084/2085/2086/2087/2088/2089/2090/2091/2092/2093/2094/2095/2096/2097/2098/2099/2100

WATCHERS
Certificate.
Inspectors on the sign
Certificate for
presented to
thers

Closing the polls



At 8:55 pm



- ❖ Announce the polls are closing at 9:00 pm.
- ❖ At 9:00 pm anyone in line may vote.
- ❖ If people want to stay inside and wait for results that is OK.
- ❖ People can **not** interrupt the Elections Process.

Who can be at the poll site when votes are being canvassed?

ANYONE

As long as they are not interfering with the counting process.





Closing the polls

Break into your bipartisan teams

Machine team

- o Shut down the machine
- o Enter the number of voters
- o Fill in the security report using the tape
- o Pull the ballots from the machine and place in the blue ballot bag. Keep write-ins separate.
- o Once the machine is **shut down and ALL lights are off** ~ pull the Memory card and place in the red bag along with the machine tape.

Blue ballot bag

- o How does the bag get to the poll site?
- o Where does it go at the end of the night?



SECURITY CHECK LIST Page 1 of 2

County: **Madison County Board of Elections** Polling Place: **MADISON COUNTY TRAINING** Election Date: **July 4, 2013**

Town/Ward/District: **TRAINING TOWN/Ward 000, District 003**
 Voting Machine ID: **27-303337-6003-0005 (BMD Voting System)**

POLLS OPEN REPORT			POLLS CLOSE REPORT	
Total Scanned (SHOULD BE ZERO)		Total Scanned	35	
Total Voters (SHOULD BE ZERO)		Total Voters	35	
Provisional Counter #		Provisional Counter #	1798	

Seal/Tag Location	County Board Installed Seal/Tag Number	Opening Seal/Tag Number	Inspector - Installed Daytime Replacement (If Any) Seal /Tag #	Polls Closed Seal/Tag Number
Scanner side	403715			
Thermal Printer	403501			
Scanner Back	403740			
Emergency Door	403717			
Printer Back	411774			
Printer CF Card	403500			
Ballot Box	309052			
CF Card Door #2	104225			
CF Card Door #1	102748			
Metal Cover	BMD System			

Ballot ID _____ Ballot Count _____

Be sure all seals are intact and none have void going thru it - replace any if necessary and record in middle column
 NTS Data Services, LLC - Cantonian Madison County Board of Elections

SECURITY CHECK LIST Page 2 of 2

<p>POLLS OPEN REPORT WE DO HEREBY CERTIFY <i>That on this day, before polls were opened for voting:</i></p> <p><input type="checkbox"/> ImageCast keys were delivered to us in a secure envelope & removed in the presence of a at least one Democratic & one Republican Inspector</p> <p><input type="checkbox"/> The Ballot box seal matches the security pouch</p> <p><input type="checkbox"/> All seals are verified and intact</p> <p><input type="checkbox"/> Ballots are sealed in the Blue Bag</p> <p><input type="checkbox"/> Ballots accounted for on the Ballot Transmittal form</p> <p><input type="checkbox"/> The OPEN POLL tape was compared to the candidate list (or the sample ballots), signed & placed in the red security pouch</p> <p><input type="checkbox"/> The ballot box is empty & re-sealed for voting</p> <p>*** Place all paper work removed from the ImageCast below the Security Seal Check List. Place all plastic seals cut on Election Day in the red security pouch for return.</p> <p><i>We have conducted this election in accordance with the instructions provided by the Board of Elections & have completed all certificates & accountability forms accordingly.</i></p> <p>Signed by the Election Inspectors Signature: _____ Signature: _____ Signature: _____ Signature: _____</p>	<p>POLLS CLOSE REPORT WE DO HEREBY CERTIFY <i>That on this day, immediately after the polls closed:</i></p> <p><input type="checkbox"/> The polls are closed, closing tape printed & the ImageCast is shut-down</p> <p><input type="checkbox"/> All ballots are emptied from the ballot box & sealed in the ballot bag</p> <p><input type="checkbox"/> Ballot transmittal form completed</p> <p><input type="checkbox"/> Supplies re-packed in ballot box</p> <p><input type="checkbox"/> The POLLWORKER CF card is removed & the compartment re-sealed</p> <p><input type="checkbox"/> The CLOSE POLL result tape is signed & placed in the red security pouch</p> <p>The following items are sealed in the security pouch: <input type="checkbox"/> Pollworker CF card & machine keys (sealed in white envelope) <input type="checkbox"/> This Security Report <input type="checkbox"/> OPEN POLL tape & the CLOSE POLL tape <input type="checkbox"/> Ballot Transmittal Form</p> <p>Signed by the Election Inspectors Signature: _____ Signature: _____ Signature: _____ Signature: _____</p>
--	--

NTS Data Services, LLC - Cantonian Madison County Board of Elections

Table team

- o Complete the ballot inventory report.
- o Place the rest of the ballot supplies in the ballot bag.
 - o If it has to do with a ballot it goes into the blue ballot bag.
- o Everything else goes into the maroon bag.
- o Collect the signs.

BALLOT INVENTORY FORM

ELECTION DATE: 4/16/2013 Poll Site: Training Room 2 Election District: BOE
 Address: 1300 N. Court St, Wampsville NY 13163 Ballot ID #: 3012

POLLS OPEN
 Inspectors shall confirm that this supply bag for this district contains ballots in the following quantities:

Number of ballot booklets:	2 X50	Inspectors agree	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Sequential ballot range:	1-100	Inspectors agree	<input type="checkbox"/>				
BMD Blank ballot paper:	5	Inspectors agree	<input type="checkbox"/>				
Sealed with seal #:	629432	Inspectors confirm	<input type="checkbox"/>				
We verify the ballot count listed above is true		BOE confirm		ay kf			

If inspectors' confirmation of the ballot inventory does not match, contact the County Board of Elections immediately.
 Inspector Signatures: _____

POLLS CLOSED

Ballots Un-Used		Ballots Used	
Number of ballot booklets un-used:	1 X50	BALLOTS CAST (Security Report)	25
Number of ballots un-used on open book:	21	Ballots Spoiled:	2
TOTAL un-used pre-printed ballots:	71	Ballots Used as Affidavits:	1
TOTAL un-used/used BMD blank ballot:	5	Un-scanned Voted Ballots:	1
Ballot bag Sealed with seal #:	336892	TOTAL used ballots:	29

Inspector Signatures: _____

Pull out your receipt tape

<p>Single machine districts</p> <ul style="list-style-type: none"> o Locate the ballot cast information and enter it on your Ballot Inventory sheet. 	<p>Multiple machine districts</p> <ul style="list-style-type: none"> o Locate the ballots cast for your district and enter it on your Ballot Inventory Sheet.
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YOUR NIGHT IS ALMOST OVER

- o The police will pick up your bag.
 - o The bag schedule is now in your yellow folder.
- o Congratulate yourself for a job well done.

Take your test

- o Fill in the top portion of your answer sheet.
- o Please use the answer sheet to record your answers.
- o Once your test is complete please turn it in and we will give you a sticker with your answers.

Before you leave

- ✓ Please leave the following in the box at the back of the room:
 - ✓ Poll book sample
 - ✓ Maps and list sheet
 - ✓ Copy of receipt tape in baggie
- ✓ Your test answer sheet
- ✓ Any paper work that you do not want to keep.

Madison County Board of Elections

This was prepared by the Madison County Board of Elections
 PO Box 666
 Wampsville NY 13163
 315-366-2231
 Lynne, Laura, Ann and Roxanne
www.madisoncounty.org/boe