

The background of the entire page is filled with numerous blue, five-pointed stars of varying sizes, scattered across the white space. The stars are more densely packed in the upper and lower portions of the page, framing the central text.

Mock Election

Voting in Madison County

A MESSAGE FROM THE BOARD OF ELECTIONS

On behalf of the members of the Madison County Board of Elections, it is our pleasure to introduce this year's election-education program, **Mock Election**. This program is designed to give students a realistic understanding of the electoral process by conducting a mock election correlating to our elections in Madison County.

The right to vote is the foundation of our democratic society. Educating our children about the importance of voting and how it enables them to have a voice on issues that impact their lives lays the foundation for a responsible future voter.

Thank you, teachers, for your hard work and dedication to the important role you play in shaping the citizens of our future. It is our hope that this program will be a valuable resource if you choose to incorporate the voting process as a citizen education tool in your classroom.

Laura Costello, Democratic Commissioner
Kelley Hood, Republican Commissioner

Madison County Board of Elections

www.madisoncounty.ny.gov



PREFACE

New York State Election Law requires that each County Board of Elections continually takes steps to increase registration opportunities, and coordinate voter education programs with school districts, colleges and universities. We can create our own instructional or extracurricular activities promoting participation in the electoral process or look to other sources for the information. The Illinois State Board of Elections generously shared their student voter education booklets with us and with a few alterations we have wonderful materials to share with the schools.

To ensure that students not only register and learn how to vote but why it is important to vote, we are offering this **Mock Election** booklet. Materials are provided for students to conduct a mock election for state, county and local offices. These offices vary throughout the state. You can always contact your County Board of Elections if you would like further information on who is running for office in your district.

From the beginning, the purpose of the election-education program has been to help develop an informed electorate and instill in our future voters a real appreciation for our right to vote. It provides a framework for discussions of our electoral process and gives students an opportunity to face the responsibilities and challenges associated with adulthood.

This election-education program has been developed for use in fourth through twelfth grades. It is presented with the understanding that adaptation to the needs and ability level of the class will be necessary for the success of the program.

This election packet consists of the following materials:

OUTLINE OF PROCEDURES--a timetable outlining the steps to be followed in conducting the election. For your convenience, the outline is cross-referenced to the Teacher's Background Information and Election Procedures.

TEACHER'S BACKGROUND INFORMATION--an explanation of the electoral process in New York State to help provide answers to the many questions stimulated by the election activity.

ELECTION PROCEDURES--a step-by-step guide to conducting an election for students based on the actual procedures required by New York State election law.

APPENDIX--materials simulating actual forms necessary for conducting an election. These materials may be downloaded and duplicated as needed.

To make the election a realistic activity and to allow for maximum exposure to related resource materials--newspapers, radio, television, and so on, we can provide you with a mock election ballot similar to the current election and you can conduct it on the day of the actual election. In this case it is advisable not to release the results of the mock election until after the close of the polls on election day to ensure no one will be influenced by the results.

We sincerely hope that you find these election-related materials informative and useful. To assist us with future programs, we would appreciate receiving your comments on the evaluation form included.



MOCK ELECTION – EVALUATION FORM

Principal's or
Teacher's Name: _____

Number of Students
Participating _____

School Address: _____

Grade Levels of
Students _____

To help us evaluate this program, please answer the following:

	Yes	No
Were the concepts teachable?	_____	_____
Did you use the appendix materials?	_____	_____
Did you include registration as part of the election activities?	_____	_____
Would you conduct a mock election again?	_____	_____
Did you use a ballot supplied by the Board of Elections?	_____	_____
Would you use these procedures and materials in conducting elections for school officers?	_____	_____

Comments or suggestions: _____

Return to:

MADISON COUNTY BOARD OF ELECTIONS
138 North Court Street
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boecommissioners@madisoncounty.ny.gov



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- A-2 ABSENTEE APPLICATION
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- POLLWATCHER CERTIFICATE
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- HOW TO VOTE
- SAMPLE BALLOT
- SPOILED BALLOT ENVELOPE

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OUTLINE OF PROCEDURES



OUTLINE OF PROCEDURES

The following timetable and outline of procedures may be used as a guideline in conducting the election. For helpful background information and step-by-step procedures, turn to the corresponding reference pages.

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OUTLINE OF PROCEDURES

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TEACHER'S BACKGROUND INFORMATION



TEACHER'S BACKGROUND INFORMATION

THE RIGHT AND RESPONSIBILITY TO VOTE

The right to vote is the cornerstone of democracy. The voters are its custodians. The right to vote is one of many rights secured by the Constitution of the United States as well as by the Constitution of the State of New York. A right is that which a person may justly claim by law, nature or tradition.

Every citizen shall be entitled to vote at every election for all officers elected by the people and upon all questions submitted to the vote of the people provided that such citizen is eighteen years of age or over and shall have been a resident of this state, and of the county, city, or village for thirty days next preceding an election.

Constitution of the State of New York, Article II, Section 1

A right is frequently linked with a responsibility. A *responsibility* is a task or trust for which a person is accountable. In order for a democratic government to be effective, individuals have an obligation and responsibility to participate and exercise their vote.

In the 2008 Presidential election, 75 percent of the registered voters in Madison County voted. In the 2010 election for Governor, 54 percent of those qualified participated. The 2012 Presidential election saw a 70 percent voter turnout in Madison County and 65 percent statewide. Voter turnout can and should be better. Election officials have designed various initiatives to improve voter participation. Some of their efforts include making polling places more accessible to the elderly and persons with disabilities, improving voter education, and creating more convenient ways to register. The Mock Election booklet is another such program that was developed with the hope

of increasing future voter interest by educating our youth of their voting rights and responsibilities.

In response to the 2000 Presidential election debacle, a landmark election reform bill passed in Congress and requires monumental changes in the way elections are conducted. Our 43rd President signed the Help America Vote Act of 2002 (HAVA) on October 29, 2002 with the intention of improving the administration of elections for Federal office. New York State then had to enact legislation to comply with the new federal mandates. These mandates include revising the voter registration form, purchasing auditable and accessible voting machines, establishing provisional voting guidelines and developing a statewide voter registration database. In 2009 Madison County implemented the paper ballot/optical scan voting system that is now used statewide. The education of our citizens is a priority as we continue to streamline the voting process and improve voter participation.

ELECTIONS IN NEW YORK STATE

New York State has a population of 19.2 million people with an estimated voting age population of 13,004,820 of which about 11.9 million are registered to vote. As such over 92% of the estimated voting age population is registered to vote. The state consists of 62 counties and elections are administered by the State Board of Elections working in coordination with 57 county boards of elections and the City of New York's Board of Elections, which consolidates election services for all five of the City's boroughs. Elections and all associated services are provided at the county level by County Board of Elections (CBOE) personnel, and by tens of thousands of election day workers serving over 15,127 election districts and 5,592 poll sites.



TEACHER'S BACKGROUND INFORMATION

Every county board of elections is led by a team of Election Commissioners. The Commissioners are appointed by the two major parties, Democrat and Republican, for a two to four year term. The county boards run all the federal, state, city and town elections for legislative offices within that county according to New York State Election Law. Villages may choose to turn their elections over to the CBOE or the village clerk may run the election according to New York State Conference of Mayors (NYCOM) regulations. County boards may program ballots and lend voting equipment for additional elections; school, library, fire district, etc. These elections are not run by the CBOE and do not have to comply with NYS Election Law. For example, Boards of Education conduct the school elections under the Education Law and the voter does not necessarily need to be registered to vote with the county board of elections.

SCHEDULE OF ELECTIONS

Federal and state offices are on the ballot in even years, unless there is a vacancy and a special election is called by the Governor. City, town and village elections are held according to the municipal charter and usually occur every two years.

In Madison County city and town elections are generally held in odd years. Village elections are held yearly in the spring. The county board of elections is responsible for conducting all elections in the same manner. The same qualifications to vote apply to all county run elections, with the exception that the cut-off date to register for village elections is 10 days prior to the election, instead of 25 days before.

The Polls are open from 6am to 9pm for the General Election in November. Polls are open from noon to 9pm for all Primary Elections and Village Elections.

There are four days designated as *election days* in Madison County:

Third Tuesday in March:
March Village Elections

Third Tuesday in June:
June Village Elections

Villages elect their mayor, justice and trustees for two to four year terms. Madison County Board of Elections runs three of the seven village elections in March, all three village elections in June.

In New York State the first Tuesday after the second Monday in September:

Primary Election

A primary election is held to nominate candidates of established political parties for offices to be filled at the General Election. Only enrolled members of the party having the primary may vote. Presently the recognized parties in New York State are: Democrat, Republican, Conservative, Working Families, Independence* and Green. (*The Independence party may allow non-enrolled voters to vote in their primaries)

Statewide the first Tuesday after the first Monday in November: **General Election**

This election is held to fill Federal, State, county, city/town and judicial offices. Some offices which may appear on the ballot include:

In even numbered years --

Federal -- Electors of the President and Vice President of the United States, U.S. Senators and U.S. Representatives;

State -- Governor and Lt. Governor, Attorney General, Secretary of State, Comptroller, Treasurer, State Senator and State Assembly;



TEACHER'S BACKGROUND INFORMATION

County -- County officers including County Treasurer, District Attorney and party committees;

Judicial -- Judges of the Supreme, Appellate and Circuit Courts

In odd numbered years –

County -- County Court Judge, County Clerk and Sheriff.

Local -- Town and City Supervisors, Town Clerk, Highway Superintendent, Judge, Town/City Council, City Mayor

In a presidential election year (every four years) an additional election, the **Presidential Primary** is held early in the election year.

Elections other than primaries may have a proposition, referendum or resolution on the back of the ballot. Any unit of government may submit a question of public policy to the voters.

Only court-ordered elections and special elections required by the Constitution may be held on days other than those designated by statute.

CONDUCT OF THE ELECTION

The team of *Election Commissioners* are the people responsible for the conduct of the election in each county. They are responsible for conducting and maintaining voter registration, training election inspectors, setting up polling places, providing all election materials including the ballot, and performing the many other essentials involved in conducting an election.

DISTRICTS

Madison County contains one city, fifteen (15) towns and (10) ten villages. The county has a population of 73,442 (2010 census) of

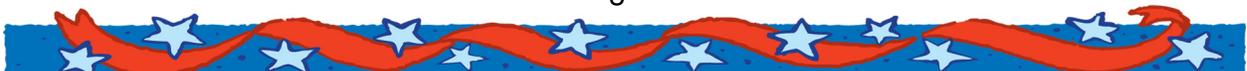
which 42,698 are presently registered. Based on voting population, the county is divided into election districts. The city of Oneida is made up of 6 wards, two of which sub-divide into districts. The city legislature includes councilpersons representing each of six wards and two supervisors representing wards 1,2,3 and wards 4,5,6 respectively. Townships may be completely contained as one district or divided into as many districts as needed. District boundaries are determined primarily by the population of the area and the convenience of the voters. Each district may contain up to 1,150 voters based on Election Law relating to the lever machine voting system. The optical scan voting system can accommodate over twice as many voters as the lever machines and be programmed to read more than one ballot style. With the change in voting systems election law could be updated to consolidate election districts.

All of Madison County is entirely within one congressional, senatorial and assembly district. Every ten years after the census is taken and shifts in population are known, the boundary lines of these districts are subject to change. The 2012 redistricting changed the Madison County district numbers while the county remained all inclusive in the 22nd Congressional, 53rd Senate and 121st Assembly.

VOTER QUALIFICATIONS

To be qualified to vote in New York State, a person must be a citizen of the United States, at least 18 years old on the day of such election, and must be a resident in the county for at least 30 days and registered to vote in the county at least 25 days prior to the election.*

Through the years, voter qualifications have varied. Originally, voting rights were limited in most states to male landowners over 21 years old. Gradually the link that joined the



TEACHER'S BACKGROUND INFORMATION

right to vote with property ownership was broken and other qualifications were introduced. By 1860, almost all white male adults had the right to vote, but no others were permitted that right. Voter ranks were increased to their present size by the adoption of the 15th, 19th, and 26th amendments to the Constitution of the United States. The 15th amendment prohibited limitation of the right to vote on the basis of race; the 19th amendment granted women the right to vote; and the 26th amendment, adopted in 1971, lowered the voting age requirement from 21 years to 18 years.

*Most states have a 30 day residency requirement to vote. This requirement is being relaxed in some states to accommodate children of United States citizens who are born and raised overseas. Children of United States citizens are citizens of the United States regardless of where they are born. When these young citizens become 18 years old, they may not be qualified to vote as they may not have resided in any state for 30 days or longer. New York and a few other states have expanded the rights of overseas voters (special federal, military and their immediate families) to permit these young citizens to vote in that state if that is where their parents claim residency.

REGISTRATION

Registration, as a voter qualification, is a method of ensuring that only qualified persons are permitted to vote and to vote only once. Registration also helps in the administration of the election by determining the number of polling places to establish, the number of ballot marking booths and optical scanners to set up and the number of ballots to print. A 17-year old who will be 18 on or before the next election may pre-register, if otherwise qualified.

To prevent voter registration from being a barrier to voting, registration laws have been relaxed, registration procedures have been simplified, and the number of registration locations has been increased. To this end, the National Voter Registration Act of 1993, a Federal law commonly referred to as motor voter or NVRA, became effective January 1, 1995. This law provides for the application for voter registration through drivers licensing facilities, through state agencies that provide public assistance and administer programs for persons with disabilities, and by mail. Applications for registration are accepted by these agencies at all times. However, during the time registration is closed, applications will be held by the county board of elections and processed after registration re-opens. Registration is closed during the period 24 days before until after a federal, state, county and town/city election, 9 days prior for a special election or village election. Honorably discharged military personnel and naturalized citizens after the 25th day prior to the election, have until the 10th day before the election to register in person at the county board of elections.

On the registration form, the applicant will either choose a party from the list of active NYS political parties, choose 'other' and write in a name or choose 'I do not wish to enroll in a party'. In New York State a voter that has registered in a political party cannot change to another party during the election year. A change of party may be submitted to the Board of Elections at any time, but it will not be effective until two weeks following the November General Election.

As part of the voter registration application, each applicant is required to sign an affidavit that the information given is true and that the applicant is fully qualified to vote. A Democrat and Republican team at the board of elections determine the completeness of the application, the qualifications of the applicant and actually register the person.



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New York State registration includes a section to write either a DMV number or the last four of digits of the voter's social security number to verify the voter's identity. If this information is not provided and verified, the first time the voter goes to the polls he or she will be asked to show ID.

In addition to the registration application opportunities required by the NVRA, citizens of New York State may register to vote in person at any board of elections office. Most libraries, post offices and town/city offices provide voter registrations that can be completed and mailed to the county board of elections. The Madison County website www.madisoncounty.ny.gov/boe/ along with the State Board of Elections website www.elections.ny.gov/ has a registration form that can be printed, fill out and mailed. Additional county election boards in New York State are listed on the state board website, many with their own websites to find out more about registration and elections throughout the state.

ELECTION INSPECTORS

The administration of the election in the polling place is the responsibility of the election inspectors. It is their duty to do the following:

- open and close the polls;
- be responsible for all election materials;
- ensure that only qualified voters are permitted to vote, and that each qualified voter is permitted to vote once and only once;
- ensure that all votes are cast in secret;
- give instructions in voting;
- give assistance in the manner provided by law;
- maintain order in the polling place throughout the day;
- provide the vote totals after the polls close;
- complete all required inventory and security forms after the polls close.

Four registered voters, two from one party and two from another, are certified by the election commissioners to be inspectors for each district. These inspectors serve as election officers on election day and sign an oath promising **not to** persuade or influence how a voter casts their vote and ensuring the secrecy of every ballot cast. A copy of this oath (Form A-4) and a sample badge to be worn by the inspectors on election day (B) are included in the Appendix. These may be duplicated for use on Election Day.

The inspectors, along with the Board of Elections Commissioners and office staff are from the two political parties whose candidates for governor at the most recent gubernatorial elections received the highest number of votes. These two parties in New York State have been the Democrats and Republicans. The order of how the parties are listed depends on which party line had the most votes and which had the second most votes. These two political parties are referred to as *the two leading political parties* in the State.

To qualify as an election inspector, the voter must:

1. be a registered voter and a resident of the county in which you will work;
2. be of good repute and character;
3. be able to clearly speak, read, and write the English language;
4. be of good understanding and capable;
5. not hold any public elective office or be a candidate for public office or party position to be voted on by the voters of the district in which you will work;
6. not be the spouse, parent or child of a candidate running for office in the district in which you will work;



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7. must be certified as an inspector by the county board of elections after attending an official training class and passing a written test.

One inspector for each district will be chosen as the Chairperson for the election and will be in charge of bringing the election supply bag to the pollsite and overseeing the election operations. Additional inspectors and pollsite coordinators may be appointed to assist at pollsites serving multiple districts. These election personnel must have the same qualifications and be appointed in the same manner with the same political representation as the regular inspectors.

Effective July 15, 2011, legislation was enacted that permits juniors and seniors in high school to serve as election inspectors as part of a program the board of elections may establish. Under this Act, a junior or senior in high school who meets all of the qualifications for election inspector except the requirement of being a registered voter may be appointed as an inspector if, as of the date of the election, he or she:

1. is a U.S. citizen;
2. is seventeen (17) years of age;
3. is a junior or senior in good standing enrolled in public or private secondary school;
4. has satisfactorily completed the training course for election inspectors; and
5. meets all other qualifications for appointment and service as an election inspector.

In Madison County there are 54 districts, four inspectors for each district, requiring at least 216 election inspectors for a full county election. Recent legislation provides that inspectors may split shifts on election day. For the general election inspectors

need to be at the pollsite from 5:30am until the polls close and the pollsite is packed up, approximately 10:30pm. The chairmen must work the entire day while two inspectors can each work a half day shift (8 1/2 hours).

POLLWATCHERS

In addition to election inspectors and voters, New York State statutes provide for *pollwatchers* to be present in the polling place during an election. These pollwatchers may be appointed by the chair of any party committee or independent body whose candidates names appear on the ballot or any two or more candidates in a primary election. The primary responsibility of a pollwatcher is to observe the conduct of the election to ensure that proper election procedures are followed and that no voting irregularities occur. While the election inspectors are the ultimate authority in the polling place, pollwatchers may call to their attention any administrative error or irregular procedure. Pollwatchers often keep track of who votes at the pollsite, providing these lists to the parties or candidate they represent.

In discharging their duties, pollwatchers may challenge a person's right to vote. A reason for the challenge must be stated. Possible reasons for a challenge are that the person no longer lives in the district or does not satisfy the voter qualifications. The election inspectors determine whether or not to sustain a challenge.

When entering the polling place for the first time on Election Day, the pollwatcher must present credentials to the inspectors showing authorization to be a pollwatcher. A copy of these credentials, suitable for duplication, is included in Appendix B. Pollwatchers may be present in the polling place before the polls open in the morning through the counting of the votes at the end of the day. They may stand near enough to the inspectors to visually examine the



TEACHER'S BACKGROUND INFORMATION

election materials, but they may neither handle the materials nor sit at the inspector table. They may not interfere with the conduct of the election in any way. If the inspectors deem that a pollwatcher is interfering with the conduct of the election, they have the authority to remove the pollwatcher from the polling place.

THE BALLOT

The individual's right to vote can only be ensured by protecting the voter from undue influence, hidden persuasion, coercion and bribery, when voting. Voting in secret provides the voter this protection.

In order to keep the ballot secret and to give all voters an equal opportunity to vote for every candidate, the following steps are taken:

1. ballots are of uniform paper quality, size, color, and inking so that no person's ballot can be identified;
2. ballots are printed by certified printers and distributed solely by the county board of elections;
3. the names of all candidates for the same office are on the same ballot so that every voter is selecting from the same list of candidates;
4. ballots are not distributed until election day and then only distributed in the polling place by the election inspectors;
5. all voters must vote in secret; and
6. only official ballots are counted.

This system of ensuring secrecy of the ballot is essentially the *Australian Ballot System*. It was introduced in the United States in the 1880's and quickly spread throughout the states.

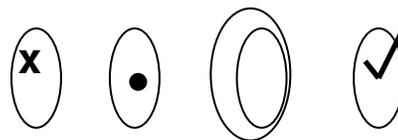
MARKING THE BALLOT

New York State Election Law provides for yet another security measure to protect the secrecy of the ballot – *uniform marking of the ballot*. According to Election Law, in optical scan systems, a voter is to mark the ballot by darkening the designated area opposite the name of the candidate of his/her choice for each office to be voted upon.

The most desirable mark would be to completely fill in the oval. If the designated area contains some other type of mark it must fill at least 25% of the oval to be valid. Valid marks will be picked up and counted by the scan equipment. The following marks are examples of valid votes.



If the oval is not filled in sufficiently, a message will appear on the LCD screen to the right of the scanner. The mark will be detected as an ambiguous mark and will not count as a vote. The ballot will be returned to the voter so the oval(s) can be filled in completely. If there is no mark within the oval or too small a mark, the vote is not counted. The following marks may not register as votes.



Any marks written on the ballot that may identify the voter creates a defective ballot. The entire ballot is disqualified and no votes are counted.



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CASTING A VOTE

A voter may vote for a specific candidate or team by darkening the oval opposite the name of the candidate or pair of candidates

of his or her choice. Only one vote may be cast for each candidate. The office column will show if it's vote for One, vote for any Two, etc.

VOTING FOR CANDIDATE TEAMS

The offices of President and Vice President of the United States appear together on the General Election ballot. Only one vote may be cast jointly for candidates for these offices, the voter may not vote for a candidate for either office separately.

FOR PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES (Vote ONCE)	JUSTICE OF SUPREME COURT 6 th JUDICIAL DISTRICT (Vote for ANY TWO)	
Democrat 1A ○ Barack Obama Electors for President Joe Biden Electors for Vice President	Democrat 2A ○ Stewart Jones	Democrat 3A ○ Harris Wayland
Republican 1B ○ Mitt Romney Electors for President Paul Ryan Electors for Vice President	Republican 2B ● Mike Brown	Republican 3B ○ Edward Smith
Write-In	Write-In <i>Christine Sanson</i>	Write-In

Similarly, in the General Election when the Governor and Lieutenant Governor are to be elected, the candidates for these offices are paired together and must be voted together. Only at the primary election are candidates for Governor and Lieutenant Governor voted upon separately.

VOTE FOR TWO

A vote for two (example in the justice column) allows for choosing any two of the candidates, as there are two positions available. The ballot shows a vote for one candidate and a write-in vote. Always look in the office box to see how many candidates can be chosen.



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VOTING FOR CANDIDATES NOT ON THE BALLOT

A write-in vote may be cast for a candidate whose name is not on the ballot.

For a write-in vote to be counted;

- The voter writes the name in the write-in box under the selected office
- Do not make any marks outside of the write-in box

TOWN SUPERVISOR (Vote for ONE)	TOWN CLERK (Vote for ONE)	TOWN COUNCIL (Vote for ONE)
Democrat Mary Jackson 1A ○	Democrat Mark Smith 2A ●	Democrat Jim Harris 3A ○
Republican Bob Thomas 1B ●	Republican Kathy Jones 2B ○	Republican Bill Williams 3B ○
Write-In	Write-In	Write-In <i>JIM HARRIS</i>

*The write-in for Jim Harris will not count

Do not write in the name of a candidate that appears for the selected office on the ballot.

*The write-in will not count if the same candidate could be voted for by filling in an oval.

The write-in for justice on page 8 is correct.

AN UNDER VOTE

You do not need to vote for every office on the ballot. The scanner will count the voted offices on the ballot and record un-voted offices as a blank (no vote).

A completely blank ballot will also scan. The LCD screen will show that a blank ballot is detected. The ballot may be returned and completed or cast as is.



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AN OVERVOTED OFFICE

An *overvote* occurs when the number of votes cast for an office is greater than the number of votes permitted for that office. If an overvote occurs, none of the votes cast for that office shall be counted. In this example there are three votes in a vote for two office. None of the votes for Supervisor will count.

Office	CITY MAYOR (Vote for ONE)	SUPERVISORS (WARDS 1,2,3) (Vote for any TWO)	
 ★	Democratic 1A <input type="radio"/> Joe Snow	Democratic 2A <input checked="" type="radio"/> Betsy Moore	Democratic 3A <input checked="" type="radio"/> Sue Stevens
 ★	Republican 1B <input checked="" type="radio"/> Rosemary Brown	Republican 2B <input type="radio"/> Steve Smith	Republican 3B <input checked="" type="radio"/> Jeff Mills
 ★	Our Town 1C <input checked="" type="radio"/> Rosemary Brown		
	WRITE-IN	WRITE-IN	WRITE-IN

CROSS ENDORSEMENTS

The same candidate may be running for office under more than one party. Either the candidate may be endorsed by two or more major parties, or the candidate may have an independent line (see Getting on the Ballot). If the voter fills in more than one oval for the same candidate, only the upper-most vote will count. In this case, one vote will be counted for Rosemary Brown on the Republican line.

Both an over-vote and a double-vote will be detected by the scanner and the voter will be notified by a message on the LCD screen. The voter may cast the ballot as is or press return and receive a new ballot upon returning the spoiled ballot to the election inspectors.



TEACHER'S BACKGROUND INFORMATION

Office	CITY MAYOR (Vote for ONE)	SUPERVISORS (WARDS 1,2,3) (Vote for any TWO)	
	Democratic 1A <input type="radio"/> Joe Snow	Democratic 2A <input type="radio"/> Betsy Moore	Democratic 3A <input type="radio"/> Sue Stevens
	Republican 1B <input type="radio"/> Rosemary Brown	Republican 2B <input type="radio"/> Steve Smith	Republican 3B <input type="radio"/> Jeff Mills
	WRITE-IN	WRITE-IN	WRITE-IN

PARTY LINES

A voter may choose to vote a straight party line, voting for all the candidates running on the favored party line. Or the voter can vote for different candidates on multiple lines. Candidates may run on more than one major party line or an Independent line to give the voter a choice if he or she is not comfortable voting a particular party line. All ballots are secret and secure to guarantee voters that no one can tell how they voted.

VOTING DEVICES

New York became the first American State to adopt the paper ballot for statewide elections in 1889. In the same year the mechanical lever voting machine was invented by Jacob Myers. Marketed through Automatic Voting Machines Corporation (AVM), the "Myers Automatic Booth," was first used in Lockport, New York in 1892.

In 1895 Samuel Shoup marketed a lever voting machine and developed Shoup Voting Machine Corporation in 1905. By then the lever voting machines were already predominantly distributed in the city of Rochester and gaining popularity throughout the state. In 1925 all of New York State used lever voting machines with the exception of



TEACHER'S BACKGROUND INFORMATION

New York City. It took the 1926 election year to convince NYC that lever voting was secure and accurate. By 1930, lever machines had been installed in virtually every major city in the United States, and by the 1960's well over half of the Nation's votes were being cast on these machines.

The lever voting machines operate on a counter system. The face of the machine has the candidates' office, party and names written on strips with a small lever above the name. The voter pulls a handle to close the privacy curtain and makes candidate choices by pull down the levers. When the handle is pulled back to open the curtain, the votes register by clicking counters that show the number of votes on the back of the machine. This system was used in New York State through 2008. Up until introducing a new voting system in 2009 some of the lever machines still in use in Madison County were manufactured in the 1930s.

Over 80 years of the same voting system is hard to part with and many New York State voters still lament the passing of the lever machine voting system. But the lever voting machines are not accessible for persons with disabilities and do not provide an auditable record to verify the vote count. The Help America Vote Act of 2002 (HAVA) included voting system standards that made the lever voting machines obsolete.

HAVA has and will continue to affect voting equipment in New York State. The federal legislation provided funds for counties to purchase new voting equipment and discard the lever voting systems. All of New York State needed to not only replace the current system, but also change all policies and procedures related to programming, training, pollsites and security.

In 2010 all of New York State changed to a paper ballot voting system capable of being tabulated by optical scanning devices. The optical scan ballot system counts ballots on tabulators at the pollsites.

These in-precinct counters are programmed to notify the voter of errors such as overvoting an office. The voter has the option of correcting the ballot or, if necessary, the voter may exchange the ballot for a new one and re-vote. HAVA also requires at least one voting system equipped for individuals with disabilities to be provided in each polling place. The Dominion ImageCast optical scan system has a scanner at one end of the machine and a Ballot Marking Device (BMD) at the other end. The ES&S optical scan system partners with the AutoMark ballot marker. Both the BMD and AutoMark allow the voter to hear an audio version of the ballot, see the ballot on a monitor screen, choose candidates independently, and print a marked ballot to insert in the scanner.

Before a voting device may be used, purchased, or even adopted for use in New York State, it must be certified by the New York State Board of Elections. The equipment must satisfy certain criteria including that the voting device affords each voter an opportunity to vote in absolute secrecy and to vote for all candidates for which the voter is entitled to vote and no others. Any software employed must count the votes accurately and according to New York State Election Law and Voting System Standards of 2002 regulations.

GETTING ON THE BALLOT

Candidates have three options to get on the ballot; Party Designating petitions, Independent Nominating petitions and Certificate of Party nomination. If two or more candidates file party designating petitions for more positions than the office offers, a primary election will be held to determine who will be on the general election ballot. Candidates that file independent nominating petitions or are nominated at a caucus and file a certificate of nomination will be on the general election ballot.



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Party designating petitions are to be signed by the registered voters of the unit of government or district associated with the office. For example, the party designating petition for Congress from the 22nd District must be signed by registered voters of the 22nd Congressional District. The number of signatures required varies according to the unit of government or district and is specified by New York State statutes. Party designating petitions must be passed and signed by registered members of the party; Democrats will pass petitions for their candidate, Republicans will pass for their candidate, etc. Only established political parties recognized in New York State may pass designating petitions. If the candidate endorsed by the political party is not a member of the party, the candidate will need a certificate of authorization from the party and will need to file a certificate of acceptance along with the petitions.

A political party in New York State is *established* if its party received more than 50,000 votes on the governor's line in the last gubernatorial election. For example, the Green Party was an established party in New York State following the 1998 election. Then in 2006, the green party candidate for governor received 40,729 votes, less than the required amount. The party was no longer an established New York State party. In 2010 the green party regained ballot status when their candidate for governor received over 50,000 votes. The Democrat and Republican parties have remained the consistent top two lines. As of 2010 the other recognized parties in New York State are Conservative, Working Families, Independence and Green.

A *primary election* is held when more party designating petitions are filed for an office than positions available. The primary election allows the members of the party holding the primary to determine who will be on the general election ballot. Primaries

vary every year; there may be no primary, just a Republican primary, a Republican, Democratic and Conservative primary, or any combination of the active parties. In New York State you may only vote in your registered party's primary, unless the Independence party holds a primary open to non-enrolled voters.

Independent nominating petitions are also signed by voters living in the district being represented, but they are not party specific and can be signed by any registered voter that has not already signed another petition for the same office. The candidate will choose a party name such as 'Our Town' and the party line will be listed on the general election ballot following all of the established party lines that are on the ballot. The number of signatures required on an Independent nominating petition will be 5% of the *total number* of votes cast for governor at last gubernatorial election. All Independent candidates need to file a certificate of acceptance along with the petitions.

All political offices that are countywide, encompass more than one county, or are statewide require the candidates to follow the petition procedures to acquire ballot access.

The exception is in villages and towns where the active political parties may choose to select their candidates by caucus. A caucus is called by the party chairmen representing the district during the appointed timeframe and advertised accordingly. All party members of the elective area are invited to attend. The caucus is held according to the party bylaws when candidates are nominated and endorsed. A certificate of nomination is filed with the county board of elections listing the selected candidates. If the candidate is not a member of the party a certificate of acceptance will need to be filed along with the certificate of nomination.



TEACHER'S BACKGROUND INFORMATION

All dates for petitioning and caucus' are established each year by the New York State Board of Elections. The election calendar includes dates for signing, filing, last day to register, along with signatures required for state offices and other relevant information. The calendars are released each spring and can be accessed at the State Board website and the local election boards.

OFFICES TO BE VOTED UPON

The following chart identifies the Federal and State offices filled by election in New York State and specifically Madison County. It also lists the qualifications for each office, some of the responsibilities associated with the office, the length of the term, the present office holder with the party affiliation and when the office will be voted upon.

Offices on the ballot are listed in the order required by New York State. The paper ballot designed for this program (Appendix B) was developed in the format of an optical scan ballot. The offices are listed in columns and are read newspaper style.

OFFICE	QUALIFICATIONS FOR OFFICE	RESPONSIBILITIES	TERM	2012 INCUMBENT	WILL BE VOTED UPON
U.S. President	Natural born citizen; At least 35 years old; United States resident for 14 years.	Holds the Executive power; Commander-in-Chief of Army and Navy; Grants reprieves and pardons for offenses against U.S.; Makes treaties with consent of Senate; Appoints ambassadors; Appoints judges of Supreme Court with Senate Approval; Passes on legislation.	4 years	Barack Obama (D)	Limited to 2 terms; Office to be voted upon in 2016
U.S. Vice President	Natural born citizen; At least 35 years old; United States resident for 14 years.	President of the Senate, but has no vote unless the vote is tied. If the President is unable to serve, VP will succeed to the office.	4 years	Joe Biden (D)	2016



TEACHER'S BACKGROUND INFORMATION

OFFICE	QUALIFICATIONS FOR OFFICE	RESPONSIBILITIES	TERM	2010 INCUMBENT	WILL BE VOTED UPON
Governor	United States citizen; At least 30 years old; NYS resident for 5 years.	Is chief executive officer; Administers the government; Grants pardons and reprieves; Calls special legislative sessions; Passes on legislation; Appoints officers of the executive branch with Senate approval; Submits yearly budget to state legislature; Is Commander-in-Chief of the state's military and naval forces.	4 years	Andrew Cuomo (D)	2014
Lt. Governor	United States citizen; At least 30 years old; NYS resident for 5 years.	Duties as delegated by the Governor; President of the Senate; If Governor is unable to serve, Lt. Governor will succeed to the office.	4 years	Robert Duffy (D)	2014
Comptroller	United States citizen; At least 30 years old; NYS resident for 5 years.	Chief fiscal control officer; Audits all vouchers, accruals and collection of revenues and receipts; Screens state spending; Serves as the administrative head of the Department of Audit and Control.	4 years	Thomas DiNapoli (D)	2014
Attorney General	United States citizen; At least 30 years old; NYS resident for 5 years.	State's chief legal officer; Advises the executive branch; Responsible for the prosecution of all actions for or against the State; Provides consumer protection; Serves as the head of the Department of Law.	4 years	Eric Schneiderman (D)	2014



TEACHER'S BACKGROUND INFORMATION

OFFICE	QUALIFICATIONS FOR OFFICE	RESPONSIBILITIES	TERM	2012 INCUMBENT	WILL BE VOTED UPON
U.S. Senator (2 from each State)	U.S. citizen for 9 years; At least 30 years old; Resident of state when elected.	Tries all impeachments; Consenting to treaties; Confirms federal, regulatory and military appointments; With the House of Representatives is vested with all legislative powers: Pass federal legislation; Lay and collect taxes; Provides for common defense; Borrow money; Establish rules of naturalization; Establish post offices; Declares war; Raise and support armies; Makes all necessary laws.	6 years	Charles Schumer (D) Kirsten Gillibrand (D)	2016 2018
U.S. Congressman	U.S. citizen for 7 years; At least 25 years old; Resident of state when elected.	Originates all bills for raising revenue; Initiates impeachment; With the Senate is vested with all legislative powers. (See U.S. Senate responsibilities)	2 years	Number elected depends upon population of state; 27 elected in NYS District 22: Richard Hanna (R)	2014



TEACHER'S BACKGROUND INFORMATION

OFFICE	QUALIFICATIONS FOR OFFICE	RESPONSIBILITIES	TERM	2012 INCUMBENT	WILL BE VOTED UPON
State Senator	United States citizen; At least 18 years old; Resident of the state for 5 years Resident of the district from which elected for 12 months preceding election.	With the House of Representatives is vested with all legislative powers- enacting, amending or repealing laws; Consents to all gubernatorial appointments.	2 years	63 Members District 53: David Valesky	2014
Member of Assembly	United States citizen; At least 18 years old; Resident of the state for 5 years Resident of the district from which elected for 12 months preceding election	With the Senate is vested with all legislative powers- enacting, amending, or repealing laws.	2 years	150 Members District 121: Bill Magee	2014



TEACHER'S BACKGROUND INFORMATION

ELECTING THE PRESIDENT

Unlike other offices voted upon, the offices of President and Vice President of the United States are not elected by direct vote of the people. To fill these offices, the Constitution of the United States in Article II, Section I, provides for an indirect popular election through the *Electoral College*.

The Electoral College is composed of electors from all fifty states and the District of Columbia. Under the Constitution, the number of electors to be chosen in a state is equal to the number of U.S. Senators and U.S. Representatives to which the state is entitled. At present, the Electoral College consists of 538 electors--435 corresponding to Representatives, 100 corresponding to Senators and three for the District of Columbia. Each of these electors has one electoral vote.

Having two U.S. Senators and 27 U.S. Representatives, New York State is entitled to 29 electors. According to New York State law, each established political party selects its proposed electors at its State convention. Independent candidates and new political parties are required to file the names of their electors with their nomination papers.

On election day, through the votes cast for President and Vice President of the United States, the voters select the group of electors to be members of the Electoral College. If in New York State the Republican Presidential candidate receives the greatest number of votes for that office, the 29 electors selected at the NYS Republican State Convention become the members of the Electoral College. Likewise, if the Democratic Presidential candidate receives the greatest number of votes cast for that office, the 29 electors selected at the NYS Democratic State Convention become the members of the Electoral College. The same rules hold for

any new party or independent candidate. Except for the States of Maine and Nebraska, all states have adopted this *winner take all* system. However, this has not always been the case. In earlier times it was not uncommon for a state to divide its electoral votes.

On three occasions the candidate with the greatest popular vote did not win a majority in the Electoral College. This first occurred in 1876 when Rutherford B. Hayes and Samuel L. Tilden were the candidates; again in the 1888 election between Grover Cleveland and Benjamin Harrison; and lastly in 2000 when George W. Bush and Al Gore, Jr. were candidates. President Hayes, President Cleveland and President Bush all won the election based on the number of electoral votes despite the fact the other candidate won the popular vote.

On the first Monday after the second Wednesday in December following the election, December 17 in 2012, the electors chosen by the voters meet at their respective State Capitols to elect the President and the Vice President of the United States. The 12th Amendment to the U.S. Constitution specifies that electors cast separate votes for each office and prohibits them from voting for inhabitants of their own state for both offices. In New York State, the electors are not legally bound to cast their votes for any particular candidate. The only commitment is a moral one. Across the country, electors are legally committed in their vote in less than one-third of the states.

After the balloting is completed, the results from each state are sent to the President of the U.S. Senate. These ballots are opened before a joint meeting of the Senate and the House of Representatives on January 6th. The candidate for President who receives an absolute majority of at least 270 votes is declared elected and will be given the oath of office two weeks later on January 20th.



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He will serve in that office for four years. Similarly, the candidate for Vice President receiving an absolute majority of at least 270 votes is declared elected and will serve a four-year term.

If no Presidential candidate receives a majority of the electoral votes, the House of Representatives becomes responsible for filling the office. This may happen if there is a strong independent or third party candidate. In the election by the House of Representatives, the three Presidential candidates who received the greatest number of electoral votes are the only candidates voted upon. Each state delegation casts a single vote. The decision of the majority of its representatives determines the vote for the entire state. If a state delegation is evenly divided and cannot agree on how to cast its one vote, the state loses its vote. To be elected, a Presidential candidate must receive the votes of at least twenty-six states.

If no Vice Presidential candidate receives an absolute majority of the electoral votes, the election goes to the U.S. Senate. In this instance, only the two candidates receiving the greatest number of electoral votes are voted upon. Each Senator has one vote; fifty-one votes are necessary for election. With every Senator having one vote and choosing between only two candidates, it is much easier for the Vice President to be selected than the President.

If the House of Representatives has not elected a President by Inauguration Day, January 20th, the Vice President acts as President until a President qualifies. The House of Representatives has until the fourth of March to make their decision.

THE NEW YORK STATE CONSTITUTION

A *constitution* is a document by which power is passed from the people to

government. Basically, a constitution serves three purposes: first, it establishes the power of government; second, it provides the basic structure of the government; and third, it places limitations upon governmental powers. All other laws grow out of the constitution.

The present Constitution of New York State was ratified by the voters on November 8, 1938. Amendments may be made only through the vote of the citizens of the State. The people of the State reserve the right to vote at least once every twenty years on whether to continue under the present constitution or to call a convention to write a new constitution.

When a constitutional amendment is proposed either by the senate or assembly, it is referred to the attorney general. Within twenty days the attorney general must render an opinion in writing to both the senate and assembly as to the effects of the amendment upon the provisions of the constitution. After which, if the amendment is agreed to by a majority of the members of both houses it will be passed on to the senate and assembly members newly voted for following the next general election. If the amendment is approved by a majority of the members of both houses once again, it shall be submitted to a public vote. The proposed amendment becomes effective only if approved by a majority of those voting in the election and shall become part of the constitution on the first day of January next after such approval.

MAKING INFORMED VOTING DECISIONS

With the right to vote comes the responsibility for making informed choices. It is the responsibility of each voter to learn about the candidates and the issues and to independently make up his or her own mind on how to vote.



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To influence the voter, campaign speeches and literature frequently employ various propaganda techniques. It is helpful for the voter to be able to recognize techniques which may distort the facts or may not apply

to the issue. Some of the commonly used propaganda techniques are identified on the following chart.

TECHNIQUE	EXAMPLE	BRIEF ANALYSIS
Glittering Generalities	<p>“For a better world, elect Candidate B!”</p> <p>“Hey! Hey! What do YOU say? Candidate A! Yea!”</p> <p>“Honesty First--Elect Candidate X!”</p>	<p>These are vague statements that imply or promise much. Slogans, symbols, and vague generalities are other examples. By carefully weighing the facts, a voter will be able to determine whether there is much truth in such statements.</p>
Name Calling	<p>“Candidate A is a wimp.”</p> <p>“Would you buy a used car from Candidate N?”</p>	<p>Here, labels are used instead of facts. By using negative symbols or names, facts are often avoided or distorted.</p>
Testimonials	<p>Alf says, “This candidate who sees UFO’s can’t be all bad. Candidate Z has my vote.”</p>	<p>In this technique, a prominent person endorses the candidate. Commercials often use this technique to elicit favorable reactions.</p>
Bandwagons	<p>“Candidate Q is everyone’s favorite.”</p> <p>“All teachers agree that Candidate E is the best choice for Illinois.”</p>	<p>This technique gives the impression that everyone is favoring this candidate. It is effective because many people do not make up their own minds but follow the lead of the majority.</p>
Cardstacking	<p>“Candidate Z never learned how to read in school. Elect a candidate who is smart. Elect Candidate S.”</p> <p>(Not stated: Candidate Z knew how to read before entering school.)</p>	<p>This technique takes quotations out of context, presents only part of the facts, or one side of the situation. It may cite favorable statistics while suppressing unfavorable ones.</p>



TEACHER'S BACKGROUND

NOTICE OF ELECTION

In New York State county election boards have four required election notices to print in the designated newspapers. These legal notices are paid advertising for the election.

Legal Notice: In each of the two weeks before any general election (one week before any primary), the board of elections is required to publish a notice of the election in two or more newspapers printed and published in the county or city, as the case may be. This notice must include the **date of the election and the offices and issues to be voted upon**. At least six days before the election, a notice containing the **names and addresses of all the candidates** appearing on the ballot, along with any propositions is published once. A notice listing the **location of the pollsites in all cities** within the county is printed the day before the election. The final notice stating the **official tabulation** and statement of votes cast in the county is submitted during the weeks following the election, as soon as the official canvas is complete.

In addition the county boards may send news releases out to all the newspapers in the area. These are informational notices that the papers are not paid to print, but often include at their own discretion.

News Release: Prior to a general election the county board of elections is open **extra hours to facilitate absentee voting** for voters that cannot go to the polls on election day. The elections office is open four evenings and two Saturdays during the two weeks before the election. A notice stating the dates and times the office will be open to issue absentee ballots is published once each week during the two weeks before the extra hours begin. **The last day to register** for a primary and general election is 25 days before the election. During the two week prior to the last day to register, a notice is published each week notifying the voters of the election date, last day to register and the availability of registration forms. **Sample ballots** are sent to the newspapers as a news release and also sent to the schools within the election district and posted on the county board of elections website.

LEGAL NOTICE - 6 pt type

Publish **once** each week during the weeks of October 21st and October 28th

GENERAL ELECTION NOTICE

MADISON COUNTY BOARD OF ELECTIONS

Notice is hereby given pursuant to the Statutes of this State that at the General Election to be held in this State on the Tuesday succeeding the First Monday in November (November 5, 2013) the following may be lawfully voted for, to wit:

Madison County Clerk

Madison County Sheriff

City of Oneida: Mayor, City Chamberlain, two Supervisors for Wards 1-2-3,

two Supervisors for Wards 4-5-6, one Councilmember in each of Wards 1, 2, 3, 4, 5, 6.

Also, in each Town, the following may be voted for:

Supervisor

Town Clerk

Highway Superintendent

Town Council (2)

In the Town of Fenner only, there will be voting for Tax Collector

In the Town of Brookfield, one ballot proposal (copies available at the BOE)

In the City of Oneida, one ballot proposal (copies available at the BOE)

LYNNE M. JONES

LAURA P. COSTELLO

COMMISSIONERS



TEACHER'S BACKGROUND

ABSENTEE VOTING

New York State law provides for registered, qualified people to vote prior to election day by absentee ballot provided they cannot vote at the polls on election day. The voter must provide the circumstances that necessitate voting by absentee ballot:

- absent from the county on election day
- Illness, disability or caregiver
- Inmate or patient of a VA hospital
- In jail awaiting trial or confined due to conviction of an offense other than a felony

A voter may apply for an absentee ballot by mail or in person. Application forms are available throughout the year and may be obtained at the county board of elections, on the county website or New York State Board of Elections website, and at town/city clerk's offices. The absentee applications are widely available, but the absentee ballots themselves can only be obtained directly from the county board of elections.

The completed application must be on file at the county board of elections by the day before the election to qualify for a ballot.

Once the absentee application is on file, the voter may receive the ballot as soon as it is available for the election, up to 30 days before the election. Military absentee ballots are mailed 45 days before the election.

An absentee voter that will be away from the county for an extended period of time, college students for example, may fill out one application for all elections that apply in a given year. Each year the voter will need to submit another application.

Absentee applications for active military voters are good for two federal election cycles or four years. American citizens living overseas (Special Federal voters) can also apply for absentee voting on the two federal election years cycle. The military voter is eligible to vote in all elections that apply, while the Special Federal voter will only be allowed ballots for federal offices.

Voters that cannot vote at the polls due to a permanent illness or disability may apply for a permanent absentee status. Upon filing the application at the county board of elections, the voter will receive an absentee ballot for every election he/she is qualified to vote in and will not need to apply again in successive years.

THE BALLOT DESIGN

New York State requires a full-face ballot. In this format all the offices and candidates can be viewed at the same time avoiding the confusion of looking through separate pages of voting options. The propositions may be listed on the back of the ballot. The offices are listed along the top of the ballot and include the name of the office and how many candidates are eligible. Listed in the first column going down the left-hand side of the ballot are the names of the parties that the candidates are running under. The candidates' names are written on the party line row under the office that applies (see pages 8-11). When there are too many offices and/or candidates in an election to comfortably fit onto the largest paper ballot (22" long), the ballot may be perforated into two ballots that will be deposited into the optical scanner voting system. The scanner is able to read ballots at 14", 17" and 22". The timing marks around the outer edges of the ballot (Appendix B, sample ballot) contain information relevant to the election and ensure that only a certified ballot is deposited in the scanner. The instructions on how to mark the ballot may either be printed on the ballot or posted in the ballot marking booth.

THE POLLING PLACE

The Board of Elections is responsible for the selection of the polling place and arranging the room for election day. All pollsites must be accessible and some sites may require



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temporary setups such as accessible parking and access aisles close to the voting entrance, cones to mark any barriers and signage. All pollsites are surveyed to ensure compliance. Within the polling place there must be 36" wide aisles and a ballot marking both or table that is wheelchair accessible.

The election inspectors are responsible for setting up the voting area, opening and closing the polls, conducting the election, and maintaining order in the polls throughout the day.

Only authorized persons are allowed in the polling place during an election: election inspectors, pollwatchers with credentials, and, when the polls are open, qualified voters.

No one may campaign in the polling place. New York State statutes prohibit any electioneering or soliciting of votes on election day within any polling place or within one hundred feet of the entrance to any polling place. This includes campaign related bumper stickers, signs, hats, shirts, buttons, newspaper articles and books.

OPENING THE POLLS

For every general election in New York State, the polls are opened at 6:00 a.m. and remain open until 9:00 p.m. Primary and village elections start at noon until 9:00 p.m. When opening the polls, one of the election inspectors proclaims that the polls are open. In like manner at 9:00 p.m. one of the inspectors announces that the polls are closed. No one is allowed to vote on election day before the polls open. After the polls close, only those voters who were in line at 9:00 p.m. may cast a ballot.

ASSISTANCE IN VOTING

A qualified voter may be unable to read English well enough to cast a vote or due to a disability cannot cast a vote without

assistance. Such a person may be given assistance in voting only after he or she informs the inspectors under oath that assistance is needed. The voter may then be assisted by any person of his/her choice (with the exception of the voter's employer or union representative) or by two inspectors of opposite political parties. The person or persons assisting must cast the vote as directed by the voter and are obligated not to tell how the vote was cast. As usual, all such voting must take place at the pollsite in the same manner as all election day voting.

Every effort is made to ensure that all voters are able to cast their vote at the pollsite. Ballot marking booths are designed for both standing to mark the ballot and a lower level or table-top version to accommodate a seated voter. Magnifier sheets may be available to view a larger print on the ballots.

All pollsite in New York State have a Ballot Marking Device (BMD) available. This unit provides a monitor screen to enlarge the ballot or change the contrast, a hand held controller to arrow through the ballot, an audio headset and a sip & puff device. In this manner all persons with disabilities may independently use the BMD to mark a ballot, which is then printed and deposited into the scanner with the other election day ballots.

VOTING BY AFFIDAVIT

In New York State no one shall be denied the right to vote. Provisions for voting are in place for a person who claims to be a registered voter but for one of the following reasons is deemed unqualified to vote.

- 1) The person's name does not appear on the official list of eligible voters;
- 2) the person has moved within the county into a new district;
- 3) the person's voting status has been challenged by an election inspector, pollwatcher or other legal voter and the challenge has been sustained;



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4) the person failed to provide valid identification with a mail-in voter registration application and does not provide it at the polling place; or

5) in a primary election the person claims to be a member of the party involved, but is not in the pollbook.

The person can vote an affidavit ballot after completing the registration and reasoning on the affidavit envelope and subscribing to an oath swearing that the information provided is true. The completed ballot will be placed in this affidavit envelope and returned unopened to the county board of elections following the election. A team of election personnel will review the information on the affidavit envelope and determine if the ballot should be counted. Affidavit voters will be notified of the determination and if his/her ballot was not valid, a reason for it not counting.

CLOSING THE POLLS

After opening the polls, there may be no adjournment or recess until the polls close, results are sent to the county board of elections and all ballots and supplies are inventoried and sealed.

At the time of closing, an election inspector announces that the polls are closed. After any voters left in line have voted, the optical scan machine is closed for voting and two receipt tapes with the vote totals are printed. One tape is posted for any pollwatchers, candidates and observers. The inspectors use the second tape to complete the ballot inventory and security check list, sign the tape and seal it with the memory card containing the election results. These results are retrieved by an election courier and returned to the county board of elections as soon as possible after the polls close.

The election inspectors pack up all the materials and supplies, inventory and seal the ballots, seal the optical scanner, and close the polling site.

ELECTION NIGHT REPORTING

As results come in from each pollsite, the memory cards are copied into the Election Management System (EMS) and tallied.

Election personnel post the results on the county website and share with any election night reporters.

All results posted on election night are unofficial. During the weeks following the election the county board will conduct a random machine(s) audit, re-canvass the election results, determine if the affidavits are valid, then count and add the absentee and affidavit ballots to the official results.

CERTIFICATION

In a Village Election the election day votes and absentees are counted and canvassed at the close of polls. The official results are certified and released the following morning.

For a Primary Election the County Board of Elections has nine days to certify the results. The certification of any state and federal offices determined by the primary election are sent to the New York State Board of Elections. These results allow the State Board to certify the general election ballot at least 36 days before the November election date.

The County Board of Elections has 25 days to recanvass and certify a general election. The certified canvass of all State and Federal offices is then sent to the New York State Board of Elections. The State Board conducts their own canvass of the results before the results are officially certified.

The County Board of Elections sends a certificate to all the county, city, township and village successful candidates officially declaring that they won and the term of the office.



RESOURCES

The following links are available for teachers that include information on voting, campaign finance and the election process in general.

ACE Electronic Publication
www.aceproject.org/main/english

Campaign Finance
www.opensecrets.org

Center for Civic Education
www.civiced.org

Center for Voting and Democracy
www.fairvote.org

Common Cause
www.commoncause.org/site/

Constitution of the United States
www.archives.gov/exhibits/charters/constitution.html

CSAE: Committee for the Study of the American Electorate
www.american.edu/spa/cdem/csae.cfm

Election Assistance Commission
www.EAC.gov

Federal Election Commission
www.FEC.gov

Follow the Money - Information on money in state politics
www.followthemoney.org

History Central
www.multied.com

IDEA: International Institute for Democracy and Electoral Assistance
www.idea.int/
www.idea.int/vt/

International Foundation for Electoral Systems
www.ifes.org/

US Census Bureau:
www.census.gov/
www.census.gov/hhes/www/socdemo/voting/index.html

Voting Rights Act 1965
www.justice.gov/crt/about/vot/intro/intro_b.php



RESOURCES

Below is suggested curriculum for students depending on the grade level

We suggest that your curriculum include 6 to 12 hours of classroom instruction. We would also suggest you include homework assignments that necessitate dialogue between the students and their parents (or guardians) concerning the voting process and specifically the candidates and propositions to be voted upon at the general election.

Voting Procedures

Students will identify the procedures for voting.

Mock Election materials will be used for various grade levels.

Voting History and Laws

Students will identify amendments and selected laws that have expanded the electorate since colonial times.

Students will analyze the historical significance of these acts.

Election Campaigns

Students will analyze the main issues and platforms of the major candidates in local, state and national races.

Media Influence

Students will analyze the influence the media has on candidates, issues and the electorate.

Voter Participation

Students will analyze elections to identify the impact of voter registration and participation.

Students will identify rights and responsibilities of voting.





**PROCEDURES FOR CONDUCTING
A
MOCK ELECTION**



PROCEDURES FOR CONDUCTING A MOCK ELECTION

PRE-ELECTION DAY

A. Materials --The following supplies will be needed.

1. *Polling Place, Vote Here and How to Vote* signs. These signs may be prepared by the students in advance of the election or may be duplicated from the sample in Appendix B.
2. Sample ballots, at least five. These may be duplicated from the specimen ballot in Appendix B.
3. A flag of the United States.
4. Ballot marking pens, at least one for each voting booth.
5. Pens, at least one for each election inspector.
6. Copies of the *Inspector Oath of Office*, one for each inspector. These may be duplicated from the sample in the Appendix (Form A-4).
7. Name tags for election inspectors, one for each inspector. These may be prepared from the sample in Appendix B.
8. Masking tape.
9. A list of qualified voters should be provided.
10. *Affidavit envelopes*, providing one form for every 25 voters. These may be duplicated from the samples in Appendix C (Form C-1).
11. *Challenge Report*. If any students will be needing assistance in voting because of physical disabilities, have moved within the county, are challenged or voting by court order it

will be noted in the challenge report Appendix C (Form C-2).

12. *Pollwatcher Credentials*, one for each pollwatcher. These may be duplicated from the sample in Appendix B.
 13. Three large envelopes labeled as follows:
 1. Spoiled Ballots A voter has a right to a replacement ballot upon the return of the original ballot for up to three ballots.
 2. Affidavit Ballots Returned unopened to the Board of Elections.
 3. Voted Ballots Use to secure voted ballots.
 14. Tally sheets, five or six copies depending on how many ballots the inspectors are counting. These may be duplicated from the sample in Appendix C (Form C-4).
 15. Ballots, at least one per student. Extras will be required for replacement of spoiled ballots. These should be duplicated on white paper.
- B. Polling Place Arrangement** -- In arranging the polling place for the conduct of the election, the following will be needed.
1. A long table
 2. Sufficient chairs for election inspectors and pollwatchers. Pollwatchers may not sit at the table with the inspectors, nor in the path of the voters. They may sit anywhere in the room where they may observe but not interfere with the electoral process.
 3. Ballot marking booths. You may wish to contact the board of elections far enough in advance of election day to arrange for the use of the ballot

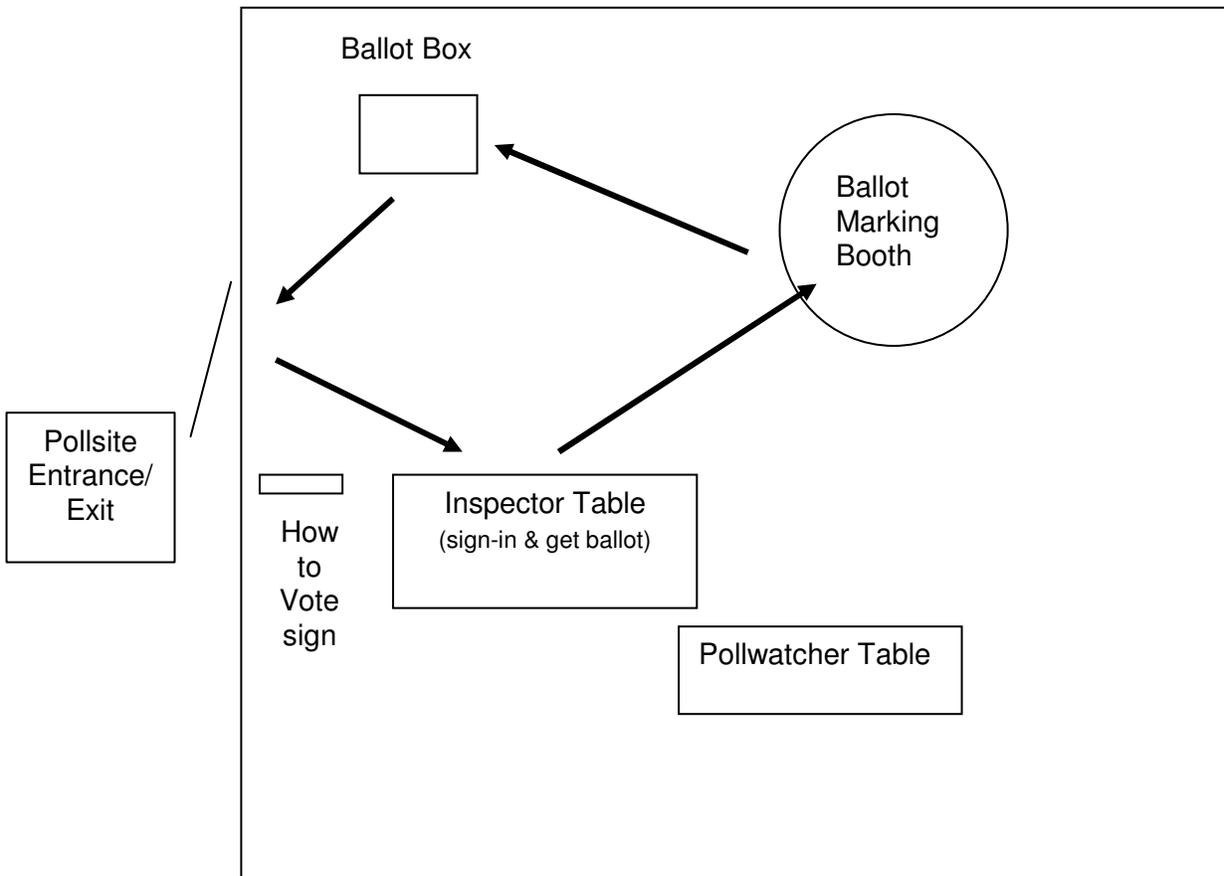


marking booths. Another option is to create a booth by tipping a large box on its side and place it on a table. Or, you can tri-fold a large piece of cardboard and set it on a table. Any set-up that is in full view of the inspectors but allows the voter to vote in secret is acceptable.

4. A ballot box. If one is not available, any box with a removable lid that is large enough to hold all the ballots may be used. A slit should be cut in the top to fit the voted ballots and any printing on

the side of the box must be covered with a Ballot Box sign.

The tables should be arranged to assure an easy flow of voters in and out of the voting area. If the polling place is in a large room, the tables and chairs should be placed so that the voting area is clearly defined. The ballot marking booths should be isolated to ensure the secrecy of the vote, but should be visible to all of the election inspectors. The ballot box should also be clearly visible.



PROCEDURES FOR CONDUCTING A MOCK ELECTION

Voter Qualifications -- Prior to election day voter qualifications should be determined: age, classroom or school, identification requirements for example. To register voters these procedures should be followed.

1. Appoint two students to serve as registrars.
2. Post a notice stating the time and place for registering to vote.
3. At the designated time and place, the registrars should:
 - a. distribute a registration form to each applicant;
 - b. provide assistance in completing the form, if requested;
 - c. witness the signature of the applicant;
 - d. arrange the completed registration forms in alphabetical order.

A. **Notice of Election** -- Post the location of the polling place, election date and offices on the ballot. (See the sample notice in the Teacher's Background Information page 21 and blank Form in Appendix A (A-3).

B. **Absentee Voting** -- Absentee voting may be made possible for students who expect to be absent from school on the day of the mock election. Use the application Form in Appendix A (A-2). The following procedures may be used in doing this:

1. Change the second part of the application to read "I expect to be absent from *school* on the day of the Election."

2. The student should request the application to vote absentee from the election authority not less than one day prior to the day of election.
3. After the student signs the application form, the election authority should give the student voter a ballot with an envelope.
4. The voter marks the ballot in secret, folds it, and inserts it into the envelope. The election authority should then have the voter sign the outside of the envelope across the sealed flap so that it cannot be opened without destroying the signature.
5. The application for ballot and the ballot in the sealed envelope are given to the election inspectors on election day to be counted with the other ballots after the polls close.

ELECTION DAY

A. **Before the Polls Open**--the election inspectors should:

1. administer the inspector oath to each other (if they haven't already taken the oath);
2. post the Polling Place and Vote Here signs outside of the polling place;
3. post the flag inside the polling place;
4. post the How to Vote poster and a sample ballot in the polling place;
5. place pens in each of the voting booths;
6. count the ballots;



7. complete the Polls Open section of the Ballot Inventory Form in Appendix C (Form C-3);
8. arrange the election supplies on the table for easy use; and
9. at the appropriate time announce the polls are open.

B. Before Voting Begins -- Before any ballots are cast, the election inspectors should open the ballot box and show everyone present that the ballot box is empty. Seal the ballot box for security during voting hours. Credentials are to be collected from all pollwatchers when they enter the polling place. No one is to be permitted to remain in the polling place without proper credentials.

C. Voting Procedures -- Voting procedures are designed to ensure that every person who has the right to vote has the opportunity to vote in secret and that no one is permitted to vote who does not have that right. Each step has a purpose to this end. If a question does arise concerning an individual's right to vote or to any voting procedures, the answer is determined by a majority vote of the election inspectors.

registration list) and the signature is compared to the registration signature for verification. The inspector initials the signature and marks the registration form as having voted in this election.

Step 3

The voter is given a ballot and a privacy sleeve and reminded to look on the back of the ballot for propositions.

Step 4

The voter goes into a ballot marking booth alone to vote in secret. Before leaving the voting booth, the voter reviews the ballot and places the ballot in the privacy sleeve.

*If the voter makes a mistake on the ballot he or she may return the ballot to the inspector table and receive a new ballot. The spoiled ballot is put into a special envelope marked for "spoiled ballots" and is returned to the election authority with the other election materials.

Step 5

The voter proceeds to the ballot box and inserts the ballot into the ballot box.

D. Closing the Polls -- After opening the polls, there may be no adjournment or recess until all the votes cast are counted and the results declared. All votes must be counted immediately after closing the polls.

Voting at the pollsite-

Step 1

The election inspector asks the voter to state his/her name (loud enough for the pollwatchers to hear). The inspector looks up the voter's name on the registration records. (You may use the alphabetized registration cards or a pollbook).

Step 2

The voter signs his/her name in the pollbook (you may use an alphabetized

Closing the polls and counting the ballots-

Step 1

One half hour before closing time, an inspector announces that the polling place will close in 30 minutes.

Step 2

At closing time, an inspector announces that the polls are closed. If there are people in line an inspector will stand at the



end of the line until all the voters before the inspector have signed in.

Step 3

The inspectors count all unused ballots and mark the number on the polls close section of the Ballot Inventory Report (Form C-3). Only election inspectors may handle the ballots and the election supplies.

Step 4

If absentee ballots were cast, proceed as follows:

- a. The inspectors first check the voter registration card to see if the voter is marked as voting in this election. If he or she voted in person, the inspector writes this on the envelope and places the unopened ballot in a Do Not Count pile.
- b. If there is no voting history for this election, the inspectors compare the signature on the absentee ballot envelope and registration form. If the signatures match, the inspectors mark the voter's registration form as having voted in this election and place the ballots in a countable absentee pile.
- c. If a majority of the inspectors are not satisfied that the signatures in "a" match, they mark the envelope Signatures Do Not Match—Do Not Count. The envelope is not opened; the ballot is not counted. These ballots should be banded together with the Do Not Count absentees and returned with the election supplies.

Step 5

All of the judges open the ballot box and let everyone present observe the contents.

Step 6

The ballots are removed from the ballot box and counted. The voted ballot count is written on the Ballot Inventory Report (Form C-3) on the ballots cast line. The number of ballots from the ballot box, spoiled ballots, affidavit ballots and unused ballots should total to the number of original ballots on the polls open section.

Step 7

The inspectors unfold the ballots and place them on the table, separating them into piles of 25 ballots each.

Review the ballots for blanks and voids. Do not make any marks on the voted ballots. You may sort the ballots for voids and the number of blanks will be determined when the total votes are subtracted from the number of total voters.

A **Blank Vote** is registered when the voter chooses not to vote on one or more of the offices or questions. Also if there is a vote for two (or more) candidates and the voter does not mark the full number of choices.

A **Void Vote** is a vote that cannot be counted. The voter may have chosen too many candidates for an office or wrote in the name of a candidate already on the ballot for that office. In both cases the vote for that office will be void, but the rest of the ballot will be countable. If the voter signs the ballot or makes identifying marks on the ballot, the entire ballot will be void.

Step 8

Two inspectors of opposite political parties will count the results on the tally sheets. An alternate team of inspectors will read the votes on each ballot.

Step 9

Beginning with the office at the top of the ballot, the inspector will read aloud the name of the office and candidate receiving votes (or the ballot position; A-1, B-1, etc.).



Each ballot should be read completely before the next ballot is started. The second inspector looks on, checking that the marks are called correctly. Both inspectors should be sure that the marks are valid and that the ballot does not contain any identifying marks.

Each tally inspector keeps a record of the vote. As the votes are called, each tally inspector makes one vertical mark for each vote cast, beginning in the tally mark box at the extreme left and working to the right. Every fifth vote is tallied horizontally through the four previous vertical marks. Each stack of 25 ballots is bound together in the order counted with the tally sheets on top.

Step 10

The tally inspectors count the total number of tally marks recorded for each candidate. The record sheets of both inspectors should be the same.

Step 11

When all of the inspectors agree, the total for each candidate is determined and recorded.

Step 12

Count the number of valid absentee ballots and record this number on the Certification (Form C-5). The ballots cast number from the Ballot Inventory (Form C-3) can also be

added to the certification at this time. Election officials must determine if affidavit ballots are countable before recording the affidavit number.

Step 13

Absentee ballots are tallied the same as the cast ballots. Remove the folded ballot from the envelope. Unfold the absentees and place in piles of 25 each. Mark a tally sheet Absentee Ballots at the top and record the vote count.

Step 14

Add the absentee totals to the ballots cast totals for each candidate. To record the vote on the certification (Form C-5), write the office at the top and write the candidate name by the party line with the number of votes on the vote line.

Following the canvass of the results the election ballots, supplies, results and all election materials are secured and delivered to the election authority.

All voted ballots are sealed in the envelope provided for this purpose.
(See pre-election day #13)

Step 15

The election results are announced.





APPENDIX



REGISTRATION FORM

Are you a citizen of the U.S.? Yes No

Last Name First Name Middle Initial

Address where you live (House No., Street Name, Apt. No.) City/Town/Village Zip Code County

School	School year <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
--------	--

Date of birth: Month Day Year	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Teacher's name
-------------------------------	--	----------------

Affidavit: I swear or affirm that:

I am a citizen of the United States.
 I will have lived in the county, city or village for at least 30 days before the election.
 This is my signature or mark in the box below.
 The above information is true, I understand that if it is not true, I can be convicted and fined up to \$5,000 and/or jailed for up to four years.

Sign

Date

Voting Record: In Primary only, mark "D" for Democratic, "R" for Republican – All other elections use "V" or "Voted"

Year	2008	2009	2010	2011	2012	2013
SPECIAL ELECTION						
PRIMARY ELECTION						
GENERAL ELECTION						
CLASS ELECTION						
STUDENT COUNCIL ELECTION						

MADISON COUNTY ABSENTEE BALLOT APPLICATION (8-400)

YOU MAY APPLY TO:

Madison County Board of Elections, PO Box 666, Wampsville, NY 13163 (315) 366-2231

I AM A REGISTERED VOTER IN MADISON COUNTY AND I KNOW OF NO REASON WHY
I AM NO LONGER QUALIFIED TO VOTE
I AM REQUESTING AN ABSENTEE BALLOT FOR THE ELECTION YEAR _____

Applicant's name _____ DOB _____ Phone # _____

Madison County Residence: _____

Email address: _____

Mail ballot to this address: _____
(Ballots are mailed approximately 3 weeks before each election)

I qualify for voting by Absentee Ballot because I expect in good faith to be absent from Madison County on the day of the election for one of the following reasons:

_____ Duties, Occupation, or Business State here the dates for such absence :

_____ Vacation or other personal reasons From _____ to _____

_____ Education (Institution outside Madison County)

_____ Temporary illness at home or hospital

_____ I will be detained in jail for an offense other than a felony
or awaiting trial or grand jury action

ALL APPLICANTS MUST SIGN BELOW

I certify that the information in this application is true and correct and understand that this application will be accepted for all purposes as the equivalent of an affidavit and, if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

Signature of Applicant _____

Date _____

Applications must be signed and delivered to the Madison County Board of Elections not later than the close of business the day before Election Day

FOR OFFICE USE ONLY

T/W/D _____

Party _____

Reg # _____

Exp Date _____

Voted in Office _____

Comments _____

GENERAL ELECTION NOTICE

MADISON COUNTY BOARD OF ELECTIONS

Notice is hereby given pursuant to the Statutes of New York State that at the General Election to be held on _____ the following may be lawfully voted for, to wit:
(date)

_____ (titles of Offices to be elected)

Polls will be open from _____ to _____ at _____
(name & address of pollsite)

(Election Commissioners)

Madison County Board of Elections

Election Inspector

_____ ● _____

_____ ● _____



Madison County Board of Elections

Election Inspector

_____ ● _____

_____ ● _____



Madison County Board of Elections

Election Inspector

_____ ● _____

_____ ● _____



Madison County Board of Elections

Election Inspector

_____ ● _____

_____ ● _____



Madison County Board of Elections

Election Inspector

_____ ● _____

_____ ● _____



Madison County Board of Elections

Election Inspector

_____ ● _____

_____ ● _____



Madison County Board of Elections

Election Inspector

_____ ● _____

_____ ● _____



Madison County Board of Elections

Election Inspector

_____ ● _____

_____ ● _____



**WATCHER CERTIFICATE
FOR USE ON ELECTION DAY**

Section 8-500 Election Law

I/We, the undersigned, being _____ of
(chair/candidates)

the _____ party, do hereby appoint
(political party/ independent body)

_____ county of Madison
(watcher's name)

to be a watcher for the election to be held on _____ in the
(date of election)

_____ election district, in the _____ ward (if applicable) of the town, city,

or village of _____, or the _____ Assembly District

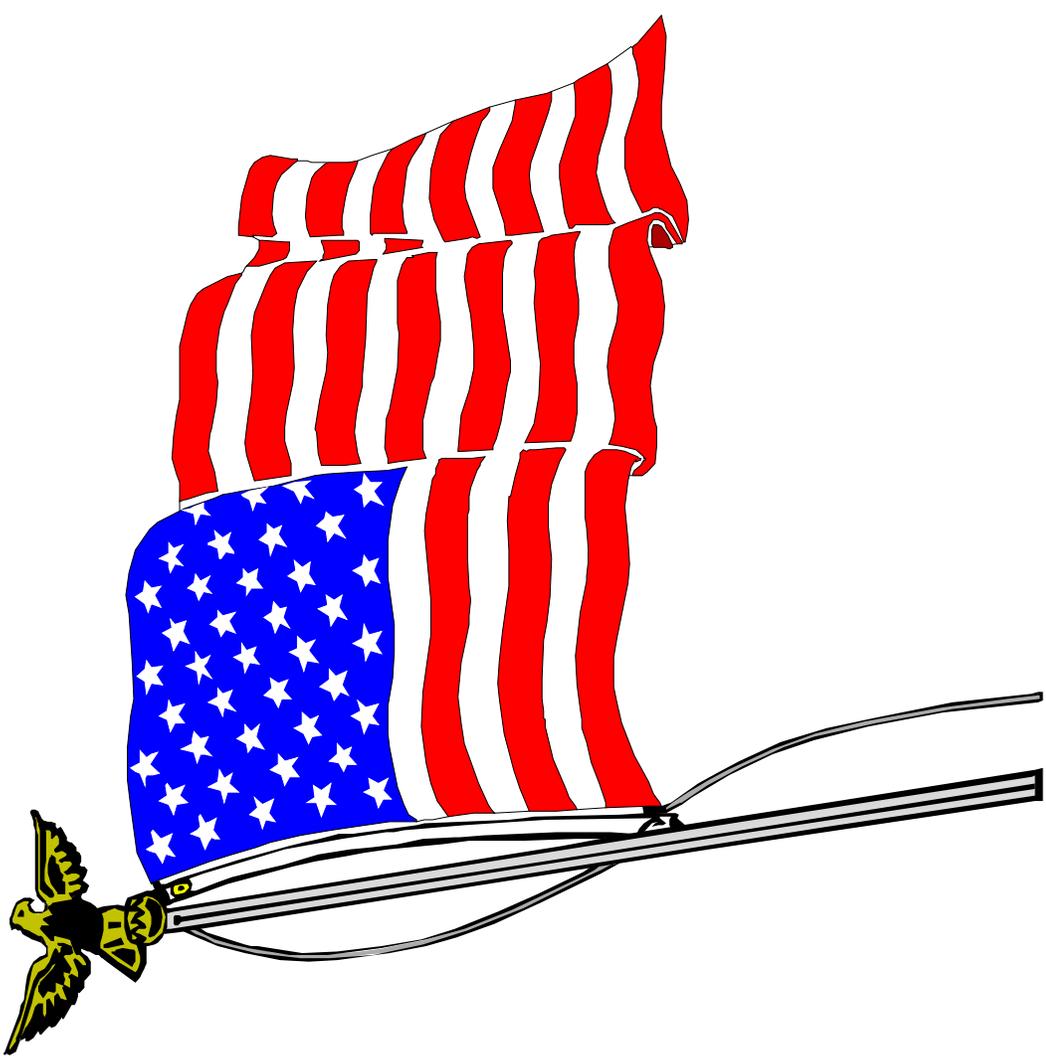
in Nassau County or the City of New York.

Signature

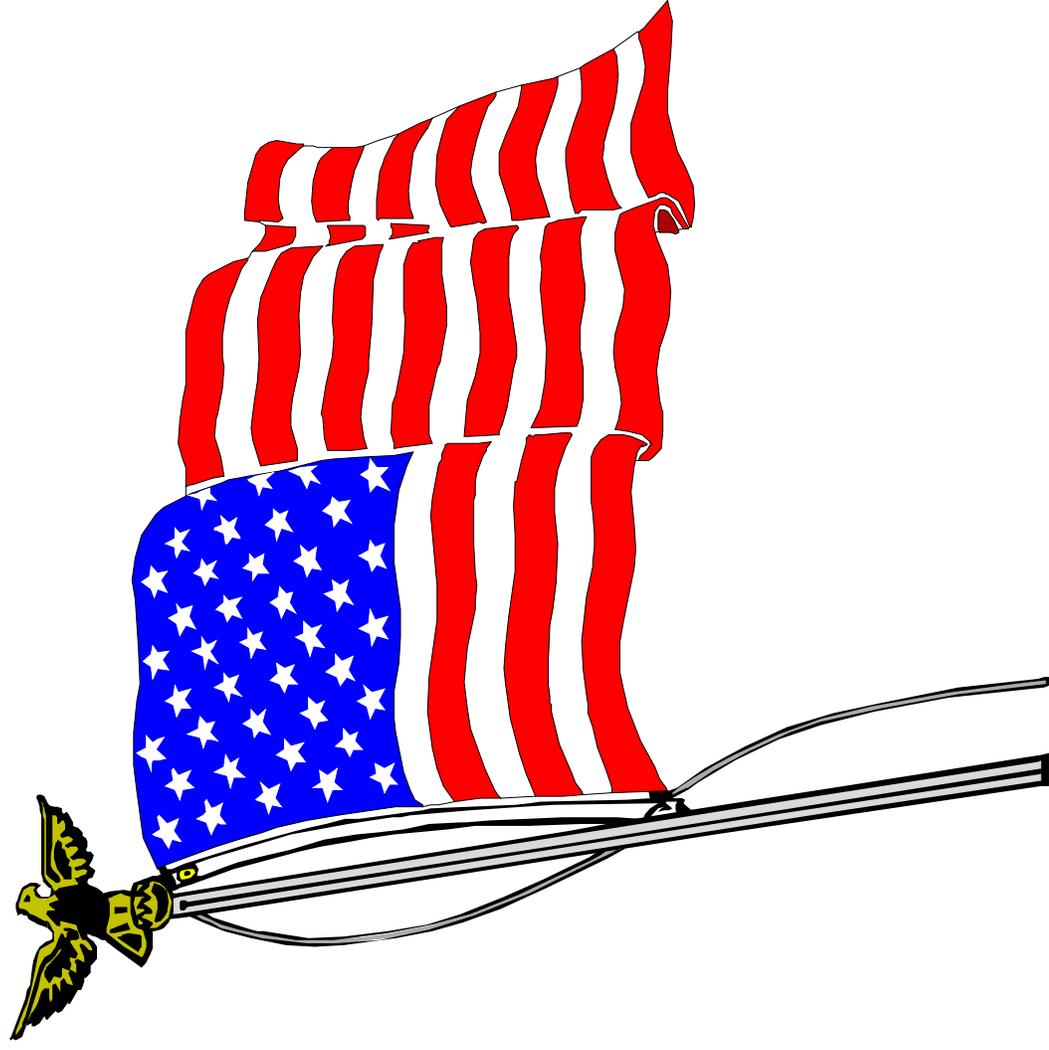
Title

GUIDELINES

- ◆ Watchers shall be appointed by the chair of any party committee or independent body whose candidates names appear on the ballot or any two or more 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.
- ◆ Not 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 unlocking and examinations of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the result.
- ◆ Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guard rail at any one time.



**POLLING
PLACE**



**VOTE
HERE**



How to Vote



on the ImageCast Voting System

1

Sign in at the inspector table to receive your ballot and a privacy folder.

Proceed to the **ballot marking booth** and mark your ballot with the pen provided.

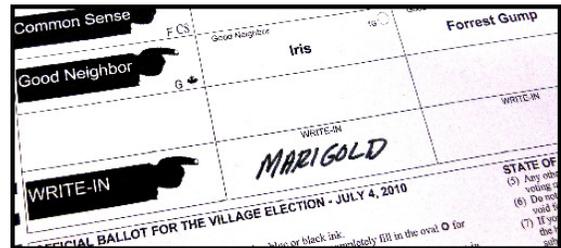
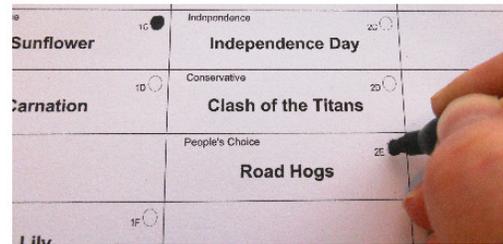


2

To **vote for a candidate** completely fill in the oval in the box with your candidate choice.

To vote for a person that is not listed on the ballot simply print the name in the blank **WRITE-IN** box at the bottom of the column for that office.

If you make a mistake on the ballot do not try to correct the mark. You must return the ballot to the Election Inspectors and ask for a new ballot.



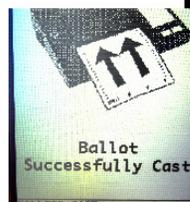
Be careful to only print in the selected write-in box.

3

After you have finished marking your ballot, please **review your ballot**. Do not over-vote (vote for more candidates than allowed in an office). Look on the back of the ballot for any Propositions. Place your ballot in the privacy sleeve and proceed to the ImageCast voting machine.

Place either end of the ballot into the scanner. If the ballot is clearly voted it will automatically cast. (If an error message appears on the LCD, follow the instructions on the screen)

To **record your vote**, wait for the LCD screen to display **Ballot Successfully Cast**.



SAMPLE

OFFICE	Favorite Flower (Vote for ONE)	Favorite Movie (Vote for Any TWO)	Favorite Restaurant (Vote for ONE)
Democratic A ★	Conservative Rose 1A <input type="radio"/>	Conservative Wizard of Oz 2A <input type="radio"/>	Conservative Gone with the Wind 3A <input type="radio"/>
Republican B ★	Republican Daisy 1B <input type="radio"/>	Republican Cocoon 2B <input type="radio"/>	Republican Dr. Zhivago 3B <input type="radio"/>
Conservative C ★	Conservative Carnation 1C <input type="radio"/>	Conservative Clash of the Titans 2C <input type="radio"/>	Conservative Friendly's 4B <input type="radio"/>
Independence D ★	Independence Sunflower 1D <input type="radio"/>	Independence Independence Day 2D <input type="radio"/>	Independence Texas Road House 4C <input type="radio"/>
People's Choice E ★	Current Status Lily 1E <input type="radio"/>	People's Choice Road Hogs 2E <input type="radio"/>	People's Choice Olive Garden 4D <input type="radio"/>
Common Sense F ★	Good Neighbor Lily 1F <input type="radio"/>	Good Neighbor Forrest Gump 2F <input type="radio"/>	Good Neighbor Red Lobster 4E <input type="radio"/>
Good Neighbor G ★	Good Neighbor Iris 1G <input type="radio"/>	Good Neighbor Forrest Gump 2G <input type="radio"/>	Good Neighbor Friendly's 4F <input type="radio"/>
Write-In	Write-In	Write-In	Write-In

OFFICIAL TRAINING BALLOT - CREATED ON APRIL 24, 2013

INSTRUCTIONS:
 (1) Mark only with open or the upmarker using blue or black ink.
 (2) To vote for a candidate whose name is printed on the ballot, completely fill in the oval O in the upper right corner of the box containing the name of the candidate.
 (3) To vote for open whose name is not printed on the ballot, write or stamp in her name in the box labeled "write-in" that appears at the bottom of the column for each office.
 (4) To vote for or to support (propose) fill in the oval under your vote.
 (5) Any other mark or writing, or any error in marking the ballot outside the voting oval or "write-in" box provided for voting will void the entire ballot.

STATE OF NEW YORK, COUNTY OF MADISON

6) Do not overvote. If you select a greater number of candidates than there are vacancies to be filled, your vote will be void for that ballot or for any position.
 7) If you use a check, or pencil, or wax, or waxed paper, or any other substance, to mark or to change your ballot, your ballot may be rejected. If you make a mistake in completing the ballot or wish to change your ballot, you may obtain and complete a new ballot. You have the right to a replacement ballot upon the return of the original ballot, for a total of three ballots.
 8) After completing your ballot, insert it into the ballot container and seal the container for your ballot has been successfully received. If a seal is not present, your ballot will be rejected.

Ballot ID: 2013
Madison County, NY

Spoiled Ballot Return - Date _____ TWD _____

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		

Reminders:

***Do not handle ballots**

***Ask voter to seal ballot inside the spoiled envelope.**

***Cross off off that a ballot has be returned**

***Enter the replacement #**

***Ballots abandoned at the marking booth also go into this folder**

Total Ballots Contained in this Envelope- _____

Affidavit Ballot Envelope Madison County Affidavit Oath

A Please provide the following required information		
Your name	Last name _____	Suffix _____
	First name _____	Middle Initial _____
The address where you live	Address (not P.O. box) _____	
	Apt. Number _____	Zip code _____
	City/Town/Village _____	
	New York State County _____	
Date of birth	M M / D D / Y Y Y Y	Party enrollment _____
B Please check each box that applies to you and fill in the appropriate blanks		
<input type="checkbox"/> I have been informed by the inspectors that my registration record is not available to them, however I have duly registered to vote in this election district from the address given above, and I remain a duly qualified voter in this district.		
<input type="checkbox"/> I have moved within _____ (Insert County or New York City) since my last registration, and my previous address was: _____		
<input type="checkbox"/> I was required to present identification when I voted today, but I did not do so.		
<input type="checkbox"/> For Primary Elections Only: I am enrolled in the political party stated in the section above, but the poll book does not reflect my correct enrollment.		
C Additional information to register to vote in the event that you do not have a valid voter registration on file		
Are you a citizen of the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answer No, you cannot register to vote.		
I Qualifications		
Will you be 18 years of age or older on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answer No, you cannot register to vote unless you will be 18 by the end of the year.		
More information	Telephone (optional) _____	Sex <input type="checkbox"/> M <input type="checkbox"/> F
The address where you receive mail <small>Skip if same as above</small>	Address or P.O. Box _____	
	P.O. Box _____	Zip code _____
	City/Town/Village _____	
Voting history	Have you voted before? <input type="checkbox"/> Yes <input type="checkbox"/> No	What year? _____
Voting information that has changed <small>Skip if this has not changed or you have not voted before</small>	Your name was _____	
	Your address was _____	
	Your previous state or New York State County was _____	
Identification <small>You must make 1 selection</small>	<input type="checkbox"/> New York State DMV number _____	
	<input type="checkbox"/> Last four digits of your Social Security number x x x - x x - _____	
	<input type="checkbox"/> I do not have a New York State driver's license or a Social Security number.	
Political party <small>You must make 1 selection</small>	<input type="checkbox"/> Democratic party <input type="checkbox"/> Working Families party <input type="checkbox"/> Other _____	
	<input type="checkbox"/> Republican party <input type="checkbox"/> Independence party <input type="checkbox"/> I do not wish to enroll in a party	
	<input type="checkbox"/> Conservative party <input type="checkbox"/> Green party	
	To vote in a primary election, you must be enrolled in one of these listed parties — except the Independence Party, which permits non-enrolled voters to participate in certain primary elections.	
D All voters must date and sign the oath below		
I It is a crime to procure a false registration or to furnish false information to the Board of Elections		
Affidavit: I swear or affirm that		
<ul style="list-style-type: none"> - I am a citizen of the United States. - I will have lived in the county, city or village for at least 30 days before the election. - I meet all requirements to register to vote in New York State. 		<ul style="list-style-type: none"> - This is my signature or mark in the box below. - The above information is true, I understand that if it is not true, I can be convicted and fined up to \$5,000 and/or jailed for up to four years.
Date		Sign

For Board Use Only - To be completed by an Election Inspector		
Town/City _____	Ward _____	Election District _____

NAME OR ADDRESS CHANGE

Sec I

NAME: _____
 ADDRESS: _____

 REGISTRATION # _____
 NEW NAME: _____
 NEW ADDRESS: _____

NAME: _____
 ADDRESS: _____

 REGISTRATION # _____
 NEW NAME: _____
 NEW ADDRESS: _____

CHALLENGES

Sec II

NAME: _____
 ADDRESS: _____

 REGISTRATION # _____
 REASON FOR CHALLENGE _____

NAME: _____
 ADDRESS: _____

 REGISTRATION # _____
 REASON FOR CHALLENGE _____

ASSISTANCE PROVIDED

Sec III

NAME: _____
 ADDRESS: _____

 REGISTRATION # _____
 REASON FOR ASSISTANCE _____
 PERSON PROVIDING ASSISTANCE
 NAME: _____
 ADDRESS: _____

NAME: _____
 ADDRESS: _____

 REGISTRATION # _____
 REASON FOR ASSISTANCE _____
 PERSON PROVIDING ASSISTANCE
 NAME: _____
 ADDRESS: _____

AFFIDAVIT BALLOTS/ COURT ORDERS Sec IV

NAME: _____
 ADDRESS: _____

 REGISTRATION # _____
 CHECK ONE: AFFIDAVIT COURT ORDER

NAME: _____
 ADDRESS: _____

 REGISTRATION # _____
 CHECK ONE: AFFIDAVIT COURT ORDER

POLL SITE BALLOT TRANSMITTAL FORM

ELECTION DATE **Poll Site: Address:**
Election District:

POLLS OPEN

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

Number of ballots **Inspectors agree** YES NO

Sealed with seal #: **Inspectors confirm**

We verify the ballot count listed above is true **BOE confirm**

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

Inspector Signatures:

POLLS CLOSED

Ballots Un-Used

Number of ballots un-used:

Ballot bag Sealed with seal #:

Ballots Used

BALLOTS CAST:

Ballots Spoiled:

Ballots Used as Affidavits:

TOTAL used ballots:

Inspector Signatures:



Madison County Board of Elections
Office of the Board of Elections
County Office Building
PO Box 666
Wampsville, NY 13163-0666
315-366-2231

Commissioners
Lynne M Jones
Laura P Costello

General Election _____
STATEMENT OF CANVASS

This document shall serve as the STATEMENT OF CANVASS of Madison County Board of Elections, in relation to the votes cast at the General Election held on _____

The Madison County Board of Elections, being custodian of election records, and after having met for the purpose of canvassing the votes cast at said election, DO HEREBY CERTIFY THE ATTACHED, AS SUMMARY OF SAID VOTES.

In witness thereof, we have set our hands, and caused the seal of said Board of Elections to be affixed.

Sworn this date, _____ Wampsville, NY

Lynne M Jones
Commissioner

Laura P Costello
Commissioner

Certified Race Results

OFFICIAL

Madison County Board of Elections
Office of the Board of Elections

County Office Building
Po Box 666
Wampsville, NY 13163-0666
315-366-2231

Commissioners
Lynne M Jones
Laura P Costello

General Election _____

County Wide

Office of _____ (Vote for One)	Votes
DEM _____	_____
REP _____	_____
WOR _____	_____
GRE _____	_____
GNR _____	_____
	Subtotal Votes: _____
VOID Votes	
BLANK Votes	_____
	Subtotal Special Votes: _____
	Total Votes Cast: _____

Town of _____

Office of _____ (Vote for any Two)	Votes
DEM _____	_____
REP _____	_____
CON _____	_____
PPC _____	_____
	Subtotal Votes: _____
VOID Votes	
BLANK Votes	_____
	Subtotal Special Votes: _____
	Total Votes Cast: _____
