Madison County Board of Elections

Inspector Training Workbook

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Inspector Responsibilities on Election Day

The following workbook is intended to supplement the classroom and hands-on-training you will receive. It has been designed to insure that all Election Inspectors have the necessary information to have a productive and efficient Election Day.

The Election Inspector is the single most important person on Election Day in determining that every vote counts! The Board of Elections prepares for Election Day all year, but your direct interaction with the voter helps define all our tireless efforts. This is why we have, for the last several years, made a focused effort at insuring that you receive the very best training we are able to provide.

The best practice for Election Day is **Teamwork**. If all Election Inspectors work together to insure a smooth Election Day, you will be successful. Our elections use the Optical Scan voting system. This booklet will guide you through the basic set up and operational procedures for the ImageCast voting machine.
For more details on processing a Ballot Marking Device (BMD) ballot, please refer to the blue ImageCast booklet.

In addition we encourage you visit the Board of Elections website at **http://www.madisoncounty.ny.gov/boe/** for current updates and a link to online training.

If you have any questions, please call our office at 366-2231 and we would be glad to go over any concern you have.

Thank you for your incredible contribution to the Democratic process,

Laura Costello
Kelley Hood

Commissioners of Elections

If at any time during the day you have questions or concerns, please call our office at 366-2231. We are here to help make your day easier. You provide a valuable service and we appreciate all your hard work and dedication.

Opening the Polls

- **Arrive at least ½ hour before polls open.**

- One member from each party (Dem/Rep) must be present to open any sealed bags

- **Notify the Board of Elections immediately of any problems.**

- If an inspector does not show up, call our office and we will try to contact the missing inspector or find someone else to work. If we are unable to find another inspector, you may use a person out of line if they are a member of the same party as the absent inspector and are willing to work. Be sure you swear them in prior to starting.

Chairman Responsibilities

1. Call all inspectors before Election Day to be sure they are going to work.
2. Pick up the Election Supply bag at the Board of Elections.
3. Arrange poll site, inspector table, watchers table, postings and privacy booths for voting.
4. Confirm the ImageCast is prepared for voting.
5. Oversee activities and workflow.
6. Be sure all paperwork is completed and signed.
7. Deliver election bag and ballots to deputy at pick-up site.

Bi-Partisan Teams

Inspectors will work as teams (one Democrat & one Republican) in the election setup, closing & canvassing. During the setup & closing one team will be responsible for the district setup while the other team implements the ImageCast. If districts are sharing a pollsite, work together to create a conducive pollsite. After entering the voting room, one team will take the inspector bag and start organizing the district table (district team). The other team will start to open the ImageCast (machine team).

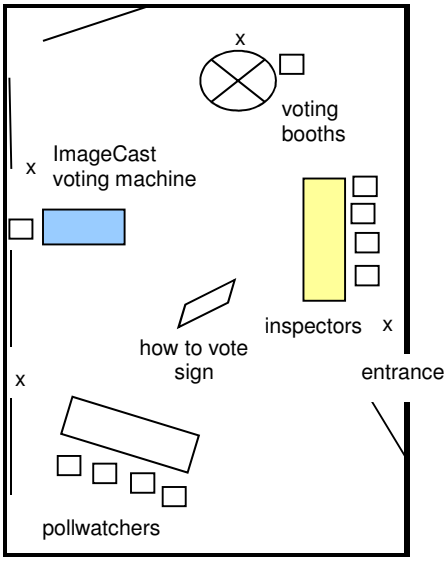
The teams will need to exchange supplies **as soon as possible** when setting up:

- **Green Election Envelope** will be in the inspector supply bag or the coordinator bag; give to the machine inspectors immediately
- **Blue Ballot Bag(s)** will be in the ImageCast ballot box; give to the district inspectors ASAP. Make sure each district gets the correct ballots

Setting up the Polling Site

The district team will handle the supply bag, ballot bag and pollsite setup:

- Inspector table- Open the inspector bag (or coordinator bag) and deliver the green election envelope to the machine inspectors. Organize the table, allow for at least a three foot aisle for voter access
- Traffic flow- be sure you have room for a reasonable line of voters
- Postings- How to Vote Poster, Sample Ballot, Voter Bill of Rights, Forms of ID and additional postings are prominently displayed on the black posting board
- Signs- 100' distance markers from the entrance of the poll site
- Vote Here signs are placed on the doors and the large Vote Here sandwich board is placed outside the building. Any other directional signs to assist the voter are posted
- Make sure all temporary accessibility supplies are in place
- Ballot Marking Booth placement- place the booths where there is sufficient lighting, privacy, room to access all the stations and a chair
- Nametags on each inspector
- American flag is displayed at the pollsite
- Open the ballot bag and confirm the number of ballots on the Ballot Inventory Form. Sign the Polls Open portion. Keep the inventory form with the ballots.



Poll Watchers

- The Poll Watcher's table should be set in a location where they can clearly hear the voter's name, but are not an obstacle to the voter.
- Each Poll Watcher must be named on a Watcher's Certificate that is given to the Inspectors. This certificate will remain on the inspector table until they are returned with supplies at the end of the night.
- Watchers can observe the opening and closing of the polls.
- Watchers may challenge voters.
- Watchers shall not interfere with the election process.

Notes on Opening the Polls:

Open the Voting Machine

In a bi-partisan manner the machine team will setup and open the ImageCast (One inspector will read aloud the **Opening the Polls** instructions**,**
while the other inspector activates the machine)
First, position the machine near an outlet, remove the cover from the machine and raise the display screen. Provide enough access space for voters with disabilities and privacy for both the BMD voter and voters casting their ballots on the scanner.

Remove the packing foam and store in a safe place.

Machine Keys- are in the green election envelope.

Check the machine number against the election envelope label.

#1- Compare all Seal numbers to the Security Check List

Make sure the seals are secure.

- First inspector – Remove the green seal on the ballot box door
- Second inspector- Verify the seal number and place the seal in the green election envelope

#2- Ballot box and Supplies

- Open the ballot box door and remove all supplies
- Remove the blue ballot bag and deliver to the district inspector table **Make sure the ballot bag label matches the district number**
- Inspectors and any observers can verify that the ballot box is empty

#3- Power on

- First inspector- Plug power cord into an outlet, secure with the mat
- Second inspector- Press the Power button on the UPS box located in the ballot box. Do not lock the ballot box door until you are sure the machine power is on and the ballot box is completely empty

Complete 'Opening the Polls' procedures through 9 on the instruction sheet, working as a bipartisan team.

- Sign the Zero report tape and place in the red security pouch.
- Place the yellow seal on the ballot box door for the duration of voting.

Complete steps 10 through 13.

Notes on Opening the Voting Machine:

Ready for Voting

Guidelines for processing voters:

- Greet the voter and ask if they will need assistance.

- Ask the voter his or her name and residence address. You should loudly and distinctly repeat the person's name.

- Find his or her name in the poll book.
  - If the voter's name is in the poll book, but at a different address still within your election district, the voter will vote on the scanner

  (Note the address change on the Challenge Report at the back of the book)
  - If the voter's name is not in the poll book, call the Board of Elections (366-2231) with the voter's name, birth date, and address. We will determine if the voter is registered and where he or she should vote

- Have the voter sign the poll book in the appropriate box (poll book should be right side up for the voter). Cover the poll book signature as they sign. Compare their signature to the original pre-printed signature. Any inspector who believes the signatures do not match can challenge the voter.

- If the signatures match, enter the ballot number and your initials in the poll book.

- In a **Primary Election**, a person can vote **only** in the party in which he or she is enrolled.

- Hand the voter a ballot and a privacy folder. Briefly explain the voting process. The voter will;
  - Take the ballot to the ballot marking booth
  - Use the marking pen provided to completely fill in the oval next to the candidate's name
  - Insert the voted ballot in the ImageCast Scanner

If the voter spoils (makes a mistake on) his or her ballot, they may request a new ballot for up to a total of three ballots. The spoiled ballot must be returned to the inspector table, ripped in half and placed in the 'Spoiled Ballot' envelope by the voter (the inspector does not handle the ballot) before a new ballot is issued.

If a problem occurs with the machine, **call the BOE immediately.** Voters will be instructed to use the **Emergency Ballot** slot until the scanner is working.

Voters with Disabilities

There are now several ways for the voter with disabilities to cast a vote.
The voter may:

- Vote an absentee ballot prior to the election
- Ask for assistance at the pollsite from the inspectors (1 Democrat & 1 Republican) or anyone other than their employer or union representative
- Mark the paper ballot independently with the help of the magnifier screen and/or the accessible ballot marking booth (allowing for a chair or a wheelchair)
- Mark the ballot independently with the Ballot Marking Device (BMD)

Voting with the BMD

The voter using the BMD will sign the poll book at the inspector table.
Give the voter a blank sheet of BMD ballot paper, a privacy sleeve and a district code card (if multiple districts are using the machine) and direct the voter to the BMD. An inspector will program the BMD for the correct ballot, place the blank ballot in the printer, and assist with the headset, monitor, keypad or sip & puff.
Briefly explain the voting process. The voter will;

- Use the headphones and/or the monitor (to enlarge the ballot or change the contrast) to read the ballot
- Use the keypad or sip & puff to mark the ballot
- After reviewing the selections, press the 'X' to print the ballot
- Conceal the printed ballot in the privacy sleeve and place in the scanner. The voter can verify the ballot once more before casting

Notes on Ready for Voting:

Closing the Polls

- Announce to everyone the polls close at 9pm and close pollsite doors from further voting
- Those in line at 9pm are allowed to vote
- Have one inspector go to the end of the voter line so that no one enters the line after the polls close

If Emergency ballots have been voted and the scanner is now working, open the Emergency ballot door and insert the ballots into the scanner (always choosing CAST). These ballots will now be included in the machine count.

Closing the voting machine

In a bi-partisan manner we need the following people to close the machine:

At least one Democrat and one Republican will shut down the ImageCast voting machine. One inspector will read aloud **Gone in Five** while the other inspector powers down the machine.

#1- Power Off

- Follow the instructions to Close Polls
- When the results tape prints, record the information on the Security Report, sign and place one copy of the tape in the red security pouch
- Power Down the ImageCast and when it is completely shut-down
- Remove the Pollworker Memory Card according to the instructions and place the card in the red security pouch
- Immediately seal the pouch and give it to the courier to return to the Board of Elections

#2- Ballot Box

- The inspectors doing the 'Ballot Accounting' collect the voted ballots from a machine and place them in the blue ballot bag
  - Collect all machine voted ballots
  - Collect any write-in ballots from the compartment above the UPS (place in write-in folder)
  - Collect any Emergency ballots if they have not been scanned
  - Record the ballot box seal number on the Security Check List and give the Check List to the inspectors for the Ballot Inventory, Ballots Cast number(s)
  - Repeat for any additional machines
- Inspectors and any observers can verify that the ballot box is empty before the door is locked. Repack the machine supplies in the ballot box (checking off the BMD inventory checklist). Seal the door
- Place in the Green Election Envelope-
  - Machine keys
  - All seals used and unused, seal clippers

Ballot Accounting

While two inspectors are closing the machine, two inspectors can account for all ballots voted, spoiled and not used. Working as a bipartisan team, use the Ballot Inventory Form to record the number of ballots used (missing from the ballot bag) and the number of ballots unused (remaining in the ballot bag). When the voted ballots are removed from the ballot box, place in the ballot bag on top of the un-voted ballots.

- Record the number of ballots cast (from the security report), any ballots that were spoiled and any affidavit ballots and emergency (if not scanned). This number should match the number of packaged ballots issued to your district on Election Day.*
- After confirming the ballot count, sign the Polls Close portion and record the bag seal number. Package the ballots and the ballot envelopes/folders in the ballot bag and seal.**

The blue ballot bag will be returned with the inspector supply bag

- Place in the Green Election Envelope-
  - Security Check List
  - Ballot Inventory Form
  - Courier Certificate
  - Any Absentee ballots delivered to the pollsite

* If BMD ballots were voted, the ballot scanned number will be higher than the number of packaged ballots.

** **If more than one ImageCast is in the polling room** there will be machine number labels in the blue ImageCast Manual delivered in the machine. Pack all the ballots voted on one machine in any district bag & place the machine number label in the ballot bag pocket. Pack the next machine's ballots in another district's bag & label.

Canvass the Vote

Post one closing receipt tape at the pollsite. The other closing receipt tape printed off the ImageCast is signed and returned in the red security pouch. If requested inspectors in a bipartisan manner will clearly read the results.

Notes on Closing the Polls:

Green Election Envelope & Red Security Pouch

The green election envelope will be delivered to the pollsite in the maroon inspector bag. The envelope is ImageCast specific, one for each machine. When delivered the bag will contain:

- ImageCast Keys, 2 packages of seals, seal clippers
- ImageCast Security Check List with a Candidate List
- Red Security Pouch with a white seal & memory card plastic bag

At closing seal inside the red security pouch:

- Signed Opening and Closing receipt tapes
- Poll Worker Memory card

At closing seal inside the green election envelope

- ImageCast Keys
- All seals used and unused, seal clippers
- Security Check List
- Ballot Inventory Form(s). If multiple districts are sharing a machine, there will be 2 or more forms

Seal both bags with the white keyless seal. The red security pouch will be delivered on Election night to the Board of Elections by a selected courier. The green election envelope will be returned in the maroon inspector supply bag.

Notes on Canvassing the Vote:

Quick Reference Guide to Election Day Problems

A voter comes to your polling site and is not in your book?

- Check to see if they are in the right district. If not, call our office or use your street lists (if you are absolutely sure) to direct them to the correct site
- If they are supposed to be in your district, call our office to check their status and be instructed on how to proceed
- If you cannot determine their status, offer an affidavit ballot. **Everyone votes** and our office will sort it out

A voter claims "you are wrong" and they are registered to vote at your site?

First give the voter the **Notice to Voters**, then he/she has two choices:

1. Vote an affidavit ballot
2. Do a **court order**

   If they wish to do a court order, call our office and we will have a judge contact them. If they get a court order and bring it back to your poll site, they sign the court order and **scan their ballot on the ImageCast** (they do not do an affidavit).

A Primary voter claims they are in a party other than what they are listed in the poll book?

- Call our office to verify their party enrollment
- If they persist, **Notice to Voters** & vote by affidavit ballot

The voting machine stops, jams, or does not work?

- Call our office for a technician and further directions
- Open the Emergency Ballot Slot to deposit the ballots in until the machine is fixed

A poll watcher is disturbing voters, excessive talking to voters etc?

- Inform the watcher that they cannot interfere with voting
- If they persist, call our office for a Commissioner

Several people have gathered outside the polling site and are talking to voters as they enter?

- The chairman or any inspector should instruct them that after they have voted they are to leave the polling site. No one is allowed to loiter within 100 feet of the entrance of the pollsite

A poll watcher or voter comes in with campaign material or a campaign button on?

- Ask them to put it away or to remove the button until they leave the polling site. Electioneering is not allowed within 100 feet of the pollsite

A person comes in the polling site and starts to cause a disturbance?

- Ask them to stop the actions that are causing the disturbance. If they refuse ask them to leave and call our office at once