



OVERVIEW OF ASSIGNMENTS

PUNCH CARD EQUIPMENT

PR (PRECINCT ROSTER) POSITION

PROCEDURE

CONFIRM “AB” or “R-AB” IS ENTERED ON THE PR FOR EACH PERSON’S NAME LISTED ON THE *ABSENTEE BALLOT LIST (AB List)*.
ASK PERSON FOR FULL LEGAL NAME.
LOCATE NAME ON THE PR.
IF *ASTERISK (*)* OR *QUESTION MARK (?)* IS PRINTED TO LEFT OF NAME, REFER TO *WHAT IF. . .*
ASK PERSON TO STATE CURRENT RESIDENT ADDRESS.
CHECK PERSON’S CURRENT ADDRESS WITH ADDRESS ON THE PR.
 IF ADDRESSES ARE NOT THE SAME, REFER TO *WHAT IF. . .*
 IF ADDRESSES ARE THE SAME AND NO ? IS PRINTED TO LEFT OF NAME . . .
REPEAT PERSON'S FULL NAME (LAST NAME FIRST) AND CURRENT ADDRESS; *IF NO OBJECTION IS STATED . . .*
MARK "R" IN RED INK TO THE LEFT OF VOTER'S NAME IN COLUMN LABELED VOTE REC

POLLBOOK POSITION

PROCEDURE

LOCATE PERSON'S NAME IN THE POLLBOOK.
MARK OFF NEXT CONSECUTIVE NUMBER ON *POLLBOOK COUNT* FORM [IF PR OFFICER DETERMINES PERSON IS QUALIFIED].
ENTER THE *POLLBOOK COUNT* NUMBER TO THE LEFT OF THE PERSON'S NAME IN THE POLLBOOK.
ENTER “OP,” IF PERSON VOTES OUTSIDE POLLS, OR “S,” IF PERSON IS REQUIRED TO SIGN *AFFIRMATION OF ELIGIBILITY* FORM.
DIRECT THE VOTER TO THE NEXT OFFICER

DEMONSTRATION POSITION

PROCEDURE

CALL VOTER'S ATTENTION TO THE *SAMPLE BALLOT*.
EXPLAIN THAT EACH SECTION ON THE *SAMPLE BALLOT* REPRESENTS AN OFFICE TO BE FILLED AND/OR A ISSUE TO BE CONSIDERED BY THE VOTERS.
CAUTION VOTER TO VOTE FOR NO MORE THAN THE NUMBER TO BE ELECTED FOR AN OFFICE.
HAVE VOTER INSERT A GOLD DEMONSTRATION BALLOT CARD INTO THE DEMONSTRATION MODEL, PRESS THE STYLUS INTO ONE OF THE NUMBERED HOLES AND REMOVE THE BALLOT CARD.
ENCOURAGE VOTER TO CHECK NUMBERED HOLE PUNCHED ON CARD AND TO EXAMINE BACK OF CARD FOR “HANGING CHAD.”

BALLOT POSITION (OPTIONAL)

PROCEDURE

ISSUE THE OFFICIAL BALLOT CARD TO THE VOTER.
DIRECT THE VOTER TO AN AVAILABLE VOTE BOOTH.
ENSURE THAT VOTER DOES NOT STAND AROUND HOLDING BALLOT FOR EXTENDED PERIOD OF TIME.

VOTING BOOTH POSITION

PROCEDURE

REMIND THE VOTER, IF NECESSARY, TO INSERT THE BALLOT INTO THE COUNTER AFTER THE BALLOT IS MARKED.
REMOVE CAMPAIGN MATERIAL LEFT IN THE VOTING BOOTH
CHECK BALLOT-BOOK PAGES FOR MARKINGS
TURN BALLOT-BOOK PAGES BACK TO PAGE 1.

VOTING MACHINE POSITION

PROCEDURE

DIRECT THE VOTER TO INSERT THE BALLOT CARD **UNFOLDED** INTO THE BALLOT COUNTER; OR INSTRUCT THE VOTER TO DEPOSIT THE BALLOT CARD INTO THE BALLOT BOX IN THE EVENT OF A POWER FAILURE OR A COUNTER PROBLEM.

FORMS POSITION (OPTIONAL)

PROCEDURE

ASSIST VOTERS WITH FORMS.
VERIFYING THAT FORMS ARE COMPLETED IN FULL.

PRECINCT ROSTER (PR) POSITION

PUNCH CARD EQUIPMENT

MATERIALS AND EXPLANATIONS

- ABSENTEE BALLOT LIST (*AB List*):

THE ABSENTEE BALLOT APPLICANT LIST (*AB List*) IS A RECORD OF VOTERS WHO WERE ISSUED AN ABSENTEE BALLOT BEFORE ELECTION DAY.
- PRECINCT ROSTER (PR):

THE PR IS THE OFFICIAL RECORD OF REGISTERED VOTERS IN THE PRECINCT. IN ADDITION TO THE IDENTIFYING INFORMATION LISTED FOR EACH VOTER, THE PR WILL SHOW, TO THE LEFT OF SOME VOTERS' NAMES, TWO SYMBOLS THAT AFFECT A VOTER'S QUALIFICATION TO VOTE: AN ASTERISK (*) AND A QUESTION MARK (?). THE "*" REQUIRES A VOTER TO SHOW IDENTIFICATION; THE "?" REQUIRES THE PR OFFICER TO ASK THE VOTER CERTAIN QUESTIONS TO DETERMINE IF THE PERSON IS QUALIFIED TO VOTE. THE PR OFFICER WILL NEED TO BE FAMILIAR WITH AND REFER TO THE SECTION, *WHAT IF*. . . .

ALPHABETICAL SECTIONS. THE PR MAY BE DIVIDED INTO ALPHABETICAL SECTIONS (E.G., A-J AND K-Z), DEPENDING ON THE NUMBER OF VOTERS IN THE PRECINCT. IF THE PR IS DIVIDED, THE POLLBOOK MUST BE DIVIDED INTO THE SAME ALPHABETICAL SECTIONS.

BEFORE THE POLLS OPEN

ABSENTEE BALLOT APPLICANT LIST (AB LIST)

USING A **BLUE PEN**, MARK "R-AB" (FOR REPUBLICAN ABSENTEE BALLOT) IN THE VOTE REC COLUMN OF THE PR FOR EACH NAME LISTED ON THE *AB List*.

NOTE: YOUR *AB List* IS A COMPUTER PRINTOUT. "R-AB" OR "AB" HAS BEEN PRE-PRINTED ON THE PR FOR THOSE ABSENTEE VOTERS WITH AN ASTERISK (*) PRINTED NEXT TO THE NAME ON THE *AB List*. FOR THOSE NAMES WITH NO ASTERISK ON THE *AB List*, MARK "R-AB" ON THE PR NEXT TO THE VOTER'S NAME, AS INSTRUCTED ABOVE.

POST THE *AB List* FOR PUBLIC INSPECTION. TREAT EACH NAME MARKED "AB" or "R-AB" ON THE PR TO BE A PERSON WHO HAS ALREADY VOTED. REFER TO *WHAT IF*, PROBLEM 15 OR 16, IF A PERSON OFFERS TO VOTE AND "AB" OR "R-AB" IS MARKED NEXT TO HIS NAME.

WHILE THE POLLS ARE OPEN

DETERMINING VOTER IS QUALIFIED

THE PR OFFICER IS THE FIRST TO ENCOUNTER A PROBLEM REGARDING A PERSON'S QUALIFICATION TO VOTE. IF THE PROBLEM IS NOT ONE THE PR OFFICER CAN HANDLE AT THAT TIME, THE OFFICER SHOULD ASK THE VOTER TO STEP ASIDE SO THAT OTHER VOTERS ARE NOT DELAYED. THEN, THE CHIEF OFFICER SHOULD BE CALLED FOR ASSISTANCE. FOR THE MAJORITY OF VOTERS, THE PR OFFICER WILL FOLLOW THE PROCEDURE OUTLINED BELOW IN THE FIRST COLUMN, STEPS #1 -- #6.

STANDARD PROCEDURE	WHAT TO DO IF . . .
1. ASK THE VOTER FOR HIS FULL LEGAL NAME (EVEN IF YOU KNOW THE PERSON).	
2. LOCATE VOTER'S NAME ON THE PR.	IF "I" IS PRINTED NEXT TO VOTER'S NAME, SEE <i>WHAT IF</i> , PROBLEM 1. IF VOTER HAS NO ID, SEE <i>WHAT IF</i> , PROBLEM 2. IF "?" IS PRINTED NEXT TO VOTER'S NAME, SEE <i>WHAT IF</i> , PROBLEM 3 - 6.
3. ASK VOTER TO STATE CURRENT RESIDENT ADDRESS.	
4. COMPARE VOTER'S CURRENT ADDRESS WITH THE ADDRESS PRINTED ON THE PR.	IF VOTER'S ADDRESS HAS CHANGED, SEE <i>WHAT IF</i> , PROBLEMS 4 - 6.
5. REPEAT IN A CLEAR VOICE: VOTER'S FULL NAME (LAST NAME FIRST) AND CURRENT ADDRESS.	IF VOTER'S QUALIFICATION TO VOTE IS CHALLENGED, SEE <i>WHAT IF</i> , PROBLEM 10.
6. ENTER "R" IN RED INK TO THE LEFT OF VOTER'S NAME IN THE VOTE REC COLUMN.	

POLLBOOK POSITION

PUNCH CARD EQUIPMENT

MATERIALS AND EXPLANATIONS

- POLLBOOK:

THE POLLBOOK IS SIMILAR TO THE PR--EXCEPT THAT THE POLLBOOK LISTS ONLY THE NAME AND ADDRESS OF EACH REGISTERED VOTER IN THE PRECINCT.
- POLLBOOK COUNT:

THE *POLLBOOK COUNT* IS A PRE-PRINTED FORM THAT LISTS NUMBERS, 1 - 1000, IN CONSECUTIVE ORDER. A SEPARATE *POLLBOOK COUNT* FORM IS USED FOR EACH LINE.

BEFORE THE POLLS OPEN

POLLBOOK COUNT FORM

- CHECK TO SEE THAT YOU HAVE ONE *POLLBOOK COUNT* FORM FOR EACH LINE.
- CHECK TO SEE THAT IDENTIFYING INFORMATION ON THE *POLLBOOK COUNT* FORM (TOP OF EACH PAGE) HAS BEEN FILLED IN AND AGREES WITH THE POLLBOOK’S ALPHABETICAL DIVISION.

WHILE THE POLLS ARE OPEN

PROCEDURE

- AT THE TIME THE PR OFFICER ASKS FOR AND STATES THE PERSON’S FULL NAME (LAST NAME FIRST) . . .
- LOCATE THE PERSON’S NAME IN THE POLLBOOK. IF THE PR OFFICER DETERMINES THE PERSON IS QUALIFIED TO VOTE . . .
- MARK OFF (X) THE NEXT CONSECUTIVE NUMBER ON THE *POLLBOOK COUNT* FORM.
- ENTER THE MARKED-OFF NUMBER IN THE POLLBOOK--IN THE COLUMN TO THE LEFT OF THE VOTER’S NAME.
- DIRECT THE VOTER TO THE NEXT OFFICER.

<i>IF . . .</i>	<i>THEN, IN ADDITION TO ENTERING THE POLLBOOK COUNT NUMBER . . .</i>
VOTER VOTES OUTSIDE THE POLLS . . .	ENTER “OP” OPPOSITE VOTER’S NAME IN POLLBOOK (FIRST COLUMN)
VOTER IS REQUIRED TO SIGN THE <i>AFFIRMATION</i> STATEMENT . . .	ENTER “S” OPPOSITE VOTER’S NAME IN POLLBOOK (FIRST COLUMN)

AFTER THE POLLS CLOSE

CERTIFYING POLLS CLOSED

- AFTER THE LAST PERSON HAS VOTED AND DEPARTED, ALL OFFICERS MUST CERTIFY THE CLOSING OF THE POLLS AT THE END OF EACH POLLBOOK.
- WRITE “*POLLS CLOSED, (DATE), (TIME)*” ON THE LAST PAGE OF EACH POLLBOOK.
- HAVE EACH OFFICER SIGN HIS NAME FOLLOWING “*POLLS CLOSED, (DATE) (TIME).*”

CERTIFYING POLLBOOK COUNT

- ENTER THE LAST NUMBER MARKED OFF THE *POLLBOOK COUNT* FORM IN THE *CERTIFICATION* SECTION (BOTTOM, PAGE 4 OF FORM).
- SIGN THE STATEMENT, CERTIFYING THE *POLLBOOK COUNT* NUMBER (POLLBOOK OFFICER ONLY).

STATEMENT OF RESULTS

- PROVIDE TO THE OFFICER PREPARING THE STATEMENT OF RESULTS, THE *POLLBOOK COUNT* FOR THE POLLBOOK’S ALPHABETICAL OR LEGISLATIVE DIVISION.

DEMONSTRATION POSITION

PUNCH CARD EQUIPMENT

MATERIALS

SAMPLE BALLOT GUIDE

DEMONSTRATION MODEL

DEMONSTRATION BALLOT CARDS
(GOLD)

WHILE THE POLLS ARE OPEN

PROCEDURE

A DEMONSTRATION SHOULD BE OFFERED TO EACH VOTER. HOWEVER, IF THE VOTER INSISTS HE DOES NOT NEED A DEMONSTRATION, DIRECT THE VOTER TO THE OFFICER AT THE NEXT STATION.

SAMPLE BALLOT GUIDE. CALL VOTER'S ATTENTION TO THE SAMPLE BALLOT. EXPLAIN THAT EACH SECTION ON THE *SAMPLE BALLOT* REPRESENTS AN OFFICE TO BE FILLED OR A PROPOSAL TO BE DECIDED BY THE VOTERS.

OVERVOTE. SHOW THE VOTER HOW TO DETERMINE THE NUMBER OF VOTES ALLOWED FOR EACH OFFICE. CAUTION THE VOTER TO VOTE FOR NOT MORE THAN THE NUMBER TO BE ELECTED FOR AN OFFICE. OTHERWISE, THE VOTER WILL CAST AN *OVERVOTE*, AND THE VOTE WILL NOT BE COUNTED FOR THAT OFFICE.

DEMONSTRATION MODEL. POSITION THE DEMONSTRATION MODEL TO FACE THE VOTER. EXPLAIN TO A NEW VOTER THAT THE DEMONSTRATION MODEL IS SIMILAR TO THE ACTUAL "VOTE RECORDER" INSIDE THE VOTING BOOTH. SHOW THE VOTER THE INSTRUCTIONS ON THE FRONT COVER OF THE DEMONSTRATOR'S BALLOT-BOOK PAGE.

BALLOT CARD HOLES AND RED PEGS. SHOW THE VOTER THE TWO HOLES ON THE BALLOT CARD (JUST ABOVE THE NUMBERS) AND THE TWO RED PEGS ON THE MODEL. EXPLAIN THAT THE TWO HOLES ON THE BALLOT CARD MUST BE PLACED OVER THE TWO RED PEGS--AFTER THE CARD IS INSERTED (AS FAR AS IT WILL GO) INTO THE NARROW OPENING. OTHERWISE, THE BALLOT CARD CANNOT BE PUNCHED BECAUSE IT WILL NOT BE ALIGNED WITH THE PAGES.

ENCOURAGE PRACTICE. HAVE THE VOTER . . .

- ✓ USE TWO HANDS TO INSERT A GOLD BALLOT CARD (*UNFOLDED*) INTO TOP OPENING
- ✓ SLIDE THE CARD DOWN AS FAR AS IT WILL GO
- ✓ PLACE THE CARD OVER THE TWO RED PEGS
- ✓ PRESS THE STYLUS STRAIGHT DOWN INTO ONE OF THE NUMBERED HOLES BESIDE A CANDIDATE'S NAME (PENS/PENCILS MAY NOT BE SUBSTITUTED FOR THE STYLUS)
- ✓ LIFT THE CARD OVER THE RED PEGS; SLIDE THE CARD OUT OF THE DEMONSTRATOR
- ✓ COMPARE THE NUMBER ASSIGNED TO A CANDIDATE OR PROPOSAL ON THE BALLOT PAGE WITH THE NUMBER THAT IS PUNCHED ON THE CARD
- ✓ CHECK EACH NUMBERED HOLE PUNCHED ON THE BALLOT CARD TO SEE THAT THE HOLE HAS BEEN COMPLETELY PUNCHED THROUGH (TURN THE CARD OVER AND EXAMINE IT FOR "HANGING CHADS" OR FRAGMENTS OF THE BALLOT CARD)

BALLOT COUNTER. EXPLAIN TO THE VOTER THAT, AFTER HE HAS VOTED, HE MUST INSERT THE CARD INTO THE BALLOT COUNTER BEFORE LEAVING THE POLLING ROOM. THE VOTER MAY FOLD THE TOP PART OF THE BALLOT CARD OVER THE NUMBERED PART OF THE CARD AFTER VOTING. HOWEVER, THE VOTER MUST UNFOLD THE CARD BEFORE IT IS INSERTED INTO THE COUNTER. (THE CARD MAY BE INSERTED INTO THE COUNTER FROM THE TOP OR BOTTOM OF THE CARD AND WITH THE NUMBERED SIDE UP OR DOWN.)

AFTER THE POLLS CLOSE

PACK THE DEMONSTRATION MODEL(S) INSIDE THE BALLOT COUNTER--BEFORE THE COUNTER IS CLOSED AND LOCKED.

FORMS POSITION

(OPTIONAL)

PUNCH CARD EQUIPMENT

NOTE: THE FORMS POSITION MIGHT BE FILLED DURING A PRESIDENTIAL OR GUBERNATORIAL ELECTION WHEN A ‘HEAVY’ TURNOUT OF VOTERS IS EXPECTED. OTHERWISE, THE DUTIES ARE USUALLY HANDLED BY THE DEMONSTRATION OFFICER,

MATERIALS

REQUEST FOR ASSISTANCE
FORMS (WHITE)

VIRGINIA VOTER REGISTRATION
APPLICATION FORMS

AFFIRMATION OF ELIGIBILITY
FORMS (WHITE)

WHILE THE POLLS ARE OPEN

OVERALL PROCEDURE

THE CHIEF OFFICER ESTABLISHES WHAT TYPE OF FORM MUST BE COMPLETED BEFORE THE VOTER’S NAME IS MARKED IN THE PR OR THE POLLBOOK
THE CHIEF OFFICE ESCORTS THE VOTER TO THE DEMONSTRATION TABLE AND EXPLAINS CIRCUMSTANCES TO OFFICER AT THE TABLE
OFFICER EXPLAINS HOW TO COMPLETE THE FORM CORRECTLY (SEE **WHAT IF**)
OFFICER REVIEWS FORM FOR ERRORS OR MISSING INFORMATION BEFORE THE VOTER LEAVES THE TABLE
IF THE VOTER IS ELIGIBLE TO VOTE HE IS ESCORTED BY THE CHIEF OFFICER, DEPUTY CHIEF OFFICER OR FORMS OFFICER BACK TO THE FRONT OF THE LINE TO CONTINUE THE VOTING PROCESS
IF THE VOTER IS NOT ELIGIBLE TO VOTE HE IS FREE TO LEAVE THE POLLING PLACE

SPECIFIC FORMS

VIRGINIA VOTER REGISTRATION APPLICATION FORM

THIS FORM IS USED WHEN A VOTER NEEDS TO UPDATE HIS REGISTRATION INFORMATION OR TO REGISTER TO VOTE (SEE **WHAT IF** , PROBLEMS 4 AND 11)
ALL BLANKS MUST BE FILLED IN ON THE VIRGINIA VOTER REGISTRATION APPLICATION FORM.
WRITE “NONE” IN ANY BLANK AREAS.
VERIFY THAT FORM IS COMPLETED CORRECTLY **BEFORE** VOTER LEAVES

AFFIRMATION OF ELIGIBILITY FORM (WHITE)

FORM IS ON THE BACK OF THE REQUEST FOR ASSISTANCE FORM (SBE 649)
THIS FORM IS USED WHEN THERE IS A QUESTION CONCERNING A CITIZEN’S ELIGIBILITY TO VOTE (SEE **WHAT IF** , PROBLEMS 2, 3, AND 11)
A PERSON WHO REFUSES TO SIGN THE **AFFIRMATION OF ELIGIBILITY** FORM **MAY NOT** VOTE.
VERIFY THAT FORM IS COMPLETED CORRECTLY **BEFORE** VOTER LEAVES

REQUEST FOR ASSISTANCE FORM (WHITE SBE 649)

THIS FORM IS USED WHEN A VOTER ASKS FOR ASSISTANCE IN VOTING DUE TO A PHYSICAL DISABILITY OR AN INABILITY TO READ OR WRITE (SEE **WHAT IF** , PROBLEMS 11 - 13)
BLIND VOTER - A BLIND VOTER AND ASSISTANT ARE **NOT** REQUIRED TO SIGN THE REQUEST FOR ASSISTANCE FORM, HOWEVER, IDENTIFYING INFORMATION IS REQUIRED
✓ WRITE “BLIND VOTER” ON SIGNATURE LINE IN SECTION A; PRINT THE VOTER’S NAME ON LINE BELOW
✓ PRINT ASSISTANT’S NAME AND ADDRESS IN SECTION B
VERIFY THAT FORM IS COMPLETED CORRECTLY **BEFORE** VOTER LEAVES

AFTER THE POLLS CLOSE

PACK COMPLETED FORMS IN **ENVELOPE 8**. PACK UNUSED (BLANK) FORMS IN SUITCASE.

BALLOT POSITION

(OPTIONAL)

PUNCH CARD EQUIPMENT

NOTE: THE BALLOT POSITION MIGHT BE FILLED DURING A PRESIDENTIAL OR GUBERNATORIAL ELECTION WHEN A ‘HEAVY’ TURNOUT OF VOTERS IS EXPECTED. OTHERWISE, THE DUTIES ARE USUALLY HANDLED BY THE PRECINCT ROSTER OFFICER OR THE POLLBOOK OFFICER.

MATERIALS

BALLOT CARDS, NUMBERED SEQUENTIALLY WITHIN A PAD; FIFTY (50) CARDS PER PAD

BEFORE THE POLLS OPEN

CONFIRM NUMBER OF BALLOTS. CONFIRM THAT THE NUMBER OF BALLOT CARDS RECEIVED FOR THE PRECINCT AGREES WITH *LINE 1* ON BOTH COPIES OF THE *STATEMENT OF RESULTS (SOR), PART A. BALLOTS.* (SEE BELOW)

PART A. BALLOTS		COUNT THE NUMBER OF BALLOT PADS RECEIVED MULTIPLY THE NUMBER OF BALLOT PADS BY <u>50</u> (E.G., 30 BALLOT PADS X 50 CARDS PER PAD = 1500)
1. BALLOTS RECEIVED’--BEFORE POLLS OPEN	1500	

WHILE THE POLLS ARE OPEN

PROCEDURE

USE ONE BALLOT PAD AT A TIME AND IN THE SEQUENCE IN WHICH THEY ARE PACKED--STARTING AT THE FRONT OF THE BOX.

- REMOVE THE FIRST BALLOT PAD FROM THE FRONT OF THE (FIRST) BOX.
- ISSUE ONE BALLOT CARD TO THE VOTER.
- DIRECT VOTER TO NEXT AVAILABLE VOTE BOOTH.
- ENSURE THAT VOTERS DO NOT STAND AROUND HOLDING THE BALLOTS FOR EXTENDED PERIODS OF TIME.

BALLOT PROBLEMS

TYPE OF BALLOT	EXPLANATION	WHAT TO DO . . .
CHALLENGED [GREEN ENVELOPE]	<ul style="list-style-type: none">• VOTER’S NAME NOT ON PR AND OFFICER IS UNABLE TO REACH REGISTRAR, OR• REGISTRAR CANNOT CONFIRM THE PERSON IS REGISTERED TO VOTE	<ul style="list-style-type: none">• REFER TO<i>WHAT IF</i>, PROBLEM 8
SPOILED	<ul style="list-style-type: none">• VOTER MAKES AN ERROR IN VOTING, OR• BALLOT IS DAMAGED	<ul style="list-style-type: none">• MARK BALLOT <i>SPOILED</i>• PLACE BALLOT IN <i>ENVELOPE #4</i>• ISSUE TO VOTER A NEW BALLOT
VOID	<ul style="list-style-type: none">• VOTER DECIDES NOT TO CAST HIS BALLOT, OR• VOTER LEAVES POLLING ROOM BEFORE CASTING BALLOT, OR• VOTER LEAVES POLLING ROOM WITH BALLOT	<ul style="list-style-type: none">• MARK BALLOT <i>VOID</i>• PLACE BALLOT IN <i>ENVELOPE #4</i>• DO <u>NOT</u> ISSUE TO VOTER ANOTHER BALLOT

AFTER THE POLLS CLOSE

STATEMENT OF RESULTS (SOR). THE LAST OFFICER ASSIGNED TO ISSUE THE BALLOTS SHOULD PROVIDE THE OFFICERS PREPARING THE SOR WITH THE NUMBERS FOR *LINES 2 AND 3, PART A. BALLOTS:*

LINE 2: BALLOTS <i>NOT USED</i>	<ul style="list-style-type: none">• MULTIPLY THE NUMBER OF UNUSED FULL BALLOT PADS TIMES 50 (Ex: 10 PADS X 50 = 500)• COUNT THE NUMBER OF CARDS REMAINING ON THE LAST-USED (PARTIALLY-USED) PAD (Ex: 23 CARDS NOT USED)• ADD THE TWO NUMBERS: UNUSED BALLOT PADS x 50 + CARDS ON PARTIALLY-USED PAD (Ex: 500 + 23 = 523)
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VOTING BOOTH POSITION

PUNCH CARD EQUIPMENT

EQUIPMENT:

- VOTING BOOTHS
- VOTING AREA FOR DISABLED AND ELDERLY VOTERS
- VOTING AREA FOR VOTERS ELIGIBLE TO VOTE FEDERAL ONLY OR PRESIDENTIAL ONLY BALLOTS

BEFORE THE POLLS OPEN

SETTING UP THE VOTING BOOTHS

OPEN THE CASE AND CAREFULLY REMOVE THE LEG SECTIONS.
CLOSE THE CASE; TURN THE CASE UPSIDE DOWN SO THAT THE UNDERSIDE IS FACING UP.
SNAP THE LEGS TOGETHER; INSERT THE LEGS IN THE RECEPTACLES ON THE UNDERSIDE OF THE CASE.
TURN THE LEGS FIRMLY IN A CLOCKWISE DIRECTION TO ENSURE THAT THE LEGS ARE SECURELY ATTACHED.

RETURN THE CASE TO THE UPRIGHT POSITION.
OPEN THE CASE AND INSERT EACH SIDE PANEL INTO THE GROOVES ON THE LEFT AND RIGHT SIDE OF THE LID.
UNWRAP THE ELECTRICAL CORD; INSERT THE CORD INTO AN OUTLET OR INTO THE OUTLET OF ANOTHER VOTING BOOTH--IF LIGHT IS NEEDED INSIDE THE BOOTH.

VOTING AREA FOR DISABLED & ELDERLY VOTERS AND VOTERS ELIGIBLE TO VOTE FEDERAL ONLY OR PRESIDENTIAL ONLY BALLOT

EACH POLLING PLACE SHOULD HAVE AT LEAST ONE TABLE, SET AWAY FROM WORKING TABLES AND OTHER BOOTHS, AS A VOTING AREA FOR PHYSICALLY DISABLED AND ELDERLY. REMOVE THE TRAY FROM A VOTING BOOTH AS NEEDED AND SET ON TABLE FOR VOTER. PRIVACY MUST BE ASSURED!

WHILE THE POLLS ARE OPEN

NOTE: VOTERS ARE PERMITTED TO TAKE SAMPLE BALLOT GUIDES AND CAMPAIGN MATERIAL WITH THEM INTO THE VOTING BOOTH.

PROCEDURE

DIRECT THE VOTER TO THE FIRST AVAILABLE VOTING BOOTH.
CHECK TO SEE THAT THE VOTER HAS REMOVED HIS BALLOT CARD FROM THE VOTING BOOTH AFTER VOTING. IF NECESSARY, REMIND THE VOTER TO INSERT THE BALLOT IN THE COUNTER BEFORE HE LEAVES THE POLLING ROOM.
REMOVE ANY CAMPAIGN MATERIAL LEFT IN THE VOTING BOOTH.
CHECK THE BALLOT-BOOK PAGES FOR ANY MARKING ON THE PAGES. IF A VOTER HAS WRITTEN ON THE BALLOT PAGES AND THE WRITING CANNOT BE COMPLETELY ERASED, CALL VOTING MACHINE SERVICE FOR NEW BALLOT PAGES. CLOSE THE SIDES OF THE BOOTH UNTIL THE TECHNICIAN REPLACES THE PAGES.
TURN THE BALLOT-BOOK PAGES BACK TO PAGE 1 SO THE NEXT VOTER WILL SEE THE INSTRUCTIONS.

IF . . .	THEN . . .
<u>ADDITIONAL DEMONSTRATION</u> IF A VOTER NEEDS AN ADDITIONAL DEMONSTRATION. . .	REFER THE VOTER TO THE DEMONSTRATION OFFICER OR FOLLOW THE PROCEDURE OUTLINED IN THE DEMONSTRATION OFFICER'S GUIDE.
<u>INSTRUCTION INSIDE BOOTH</u> IF A VOTER REQUESTS INSTRUCTION IN THE VOTING BOOTH ON USING THE VOTING EQUIPMENT . . .	TWO OFFICERS, FROM DIFFERENT POLITICAL PARTIES, MAY ENTER THE BOOTH WITH VOTER ✓ EXPLAIN TO THE VOTER HOW TO USE THE VOTING EQUIPMENT ✓ DO NOT, IN ANY MANNER, INDICATE HOW THE VOTER SHOULD VOTE; LEAVE THE BOOTH SO THE VOTER MAY VOTE IN SECRET

AFTER THE POLLS CLOSE

DISMANTLING VOTING BOOTHS

DISMANTLE THE VOTING BOOTHS; PLACE THE ALUMINUM LEGS INSIDE THE STORAGE COMPARTMENT OF EACH BOOTH.
WRAP EACH BOOTH'S ELECTRICAL CORD AROUND THE CLEATS.
FOLD THE SIDES OF EACH BOOTH; STACK THE CASES BESIDE THE LOCKED COUNTER.

BALLOT COUNTER POSITION

PUNCH CARD EQUIPMENT

EQUIPMENT

BALLOT COUNTER (PBC III D)

EMERGENCY BALLOT BOX

BEFORE THE POLLS OPEN

SETTING UP THE COUNTER (A QUICK REFERENCE)

- UNLOCK THE SIDE PANEL.
- REMOVE THE POWER CORD AND OTHER ELECTION MATERIALS.
- CLOSE AND LOCK THE SIDE PANEL.
- PLUG THE POWER CORD INTO THE COUNTER'S REAR-PANEL OUTLET AND INTO A GROUNDED WALL OUTLET.
- TURN THE COUNTER **ON**, USING SWITCH ON REAR PANEL. (THE COUNTER WILL AUTOMATICALLY PRINT A ZERO (0000) TAPE. DO NOT TEAR OFF THIS TAPE.)
- VERIFY THE FOUR ZEROS (0000) ON LINE 7, STATEMENT OF RESULTS, PART B. COUNTER--IF YOU SEE ON THE FRONT PUBLIC COUNTER: "0000/INSERT BALLOT."
- EXAMINE ZERO TAPE; CONFIRM ALL POSITIONS SHOW "0000".
- CHECK TO SEE THAT THE ZERO (0000) TAPE HAS BEEN EXAMINED AND INITIALED BY CHIEF OFFICER AND DEPUTY CHIEF OFFICER
- LEAVE THE ZERO TAPE ON THE PAPER ROLL.

WHILE THE POLLS ARE OPEN

PROCEDURE

THE COUNTER OFFICER SHOULD STAND NEXT TO OR BEHIND THE COUNTER TO ASSURE THE VOTER OF BALLOT SECRECY AND TO PREVENT THE VOTER FROM LEAVING THE POLLING ROOM BEFORE HE INSERTS THE BALLOT INTO THE COUNTER.

THE VOTER SHOULD RELEASE THE BALLOT IMMEDIATELY AFTER INSERTING IT *UNFOLDED* INTO THE COUNTER'S BALLOT OPENING.

THE BALLOT CARD MAY BE INSERTED WITH THE NUMBERED SIDE UP OR DOWN AND FROM EITHER THE TOP OR THE BOTTOM OF THE CARD.

EMERGENCY BALLOT BOX

IN THE EVENT OF A POWER FAILURE OR A COUNTER PROBLEM WHICH CANNOT BE RESOLVED IMMEDIATELY, INSTRUCT THE VOTER TO DEPOSIT HIS BALLOT INTO THE *EMERGENCY BALLOT BOX*. THE *EMERGENCY BALLOT BOX* MUST REMAIN LOCKED UNTIL THE POLLS CLOSE AND THE LAST VOTER HAS DEPARTED.

AFTER THE POLLS CLOSE

OPEN THE *EMERGENCY BALLOT BOX*; PLACE ANY *CHALLENGED BALLOTS*, WHICH HAVE BEEN SEALED IN A GREEN ENVELOPE, INSIDE THE LARGER GREEN *ENVELOPE #1--CHALLENGED BALLOTS*. (THESE BALLOTS ARE NOT COUNTED UNTIL THE NEXT DAY.)
OPEN THE SEALED *OUTSIDE POLLS* ENVELOPES; INSERT THESE BALLOT CARDS, AND ANY OTHER LOOSE BALLOT CARDS, INTO THE COUNTER.

RUNNING TAPES AND CLOSING THE COUNTER
(A QUICK REFERENCE)

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| <ul style="list-style-type: none">• UNLOCK THE KEYPAD DOOR.• PRESS THE ASTERISK (*) ON THE KEYPAD ONCE.• PRESS THE "0" KEY TO CONFIRM THAT ALL BALLOTS HAVE BEEN INSERTED INTO THE BALLOT COUNTER. THE COUNTER WILL BEGIN TO PRINT THE RESULTS TAPES AUTOMATICALLY.• RUN FOUR (4) TAPES.• PROVIDE TO THE OFFICER PREPARING THE <i>STATEMENT OF RESULTS</i> THE FINAL NUMBER SHOWN ON THE PUBLIC COUNTER (LINE 8). | <ul style="list-style-type: none">• REMOVE ALL BALLOTS FROM THE COUNTER.• UNPLUG ELECTRICAL CORD FROM WALL OUTLET AND COUNTER.• PLACE ELECTRICAL CORD, EXTENSION CORD (IF USED), DEMONSTRATORS, AND ANY OTHER MATERIALS, AS DIRECTED, INSIDE COUNTER.• CLOSE AND LOCK SIDE PANEL.• LOCK KEYPAD PANEL ON TOP.• PLACE LOCKED COUNTER WITH VOTING BOOTH CASES. |
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