1. TELEPHONE NUMBERS ON ELECTION DAY
2. CHILDREN ACCOMPANYING VOTER
3. DEATH OR RELOCATION OF REGISTERED VOTER
4. ELECTIONEERING
5. DEMONSTRATION OF VOTING SYSTEM
6. VOTER ASSISTANCE
7. WRITE-IN VOTING INSTRUCTIONS
8. PARTY AFFILIATION PROBLEMS
9. GUIDE TO LOCATING NAMES IN VACS & PRECINCT REGISTERS
10. INACTIVE VOTING PROCEDURE - VAC NOT LOCATED or NAME NOT LISTED IN PRECINCT REGISTER
11. VAC ISSUED TO WRONG VOTER or MISSING AT BALLOT BOX
12. VACS/BALLOTS FOUND
13. BALLOTS - VALID VOTING POSITIONS
14. VOTER DECLARES TO VOTE BALLOT OR DROPS UNVOTED BALLOT IN BALLOT BOX
15. SPOILED BALLOT REPLACEMENT
16. BALLOT SEQUENCE NUMBER PROBLEMS
17. CHALLENGERS AND WATCHERS
18. PROCEDURE FOR CHALLENGE TO VOTER
19. INFORMATION FOR ALL JUDGES
20. CHECK-IN JUDGE DUTIES AND RESPONSIBILITIES
21. BALLOT BOX JUDGE PROCEDURES
22. CHIEF JUDGE RESPONSIBILITIES
23. OPENING THE POLLING PLACE
24. OPENING DATA VOTE BOOTHS
25. CLOSING POLLS AND DATA VOTE BOOTHS
26. MIDDAY BALLOT PICK-UP
27. P.M. BALLOT BOX DELIVERY
28. BALLOT ACCOUNTING DEFINITIONS
29. BALLOT ACCOUNTING INSTRUCTIONS
30. SUPPLY RETURN CHECK LIST
31. AFFIDAVIT OF VOTER NEEDING ASSISTANCE - SAMPLE
32. TEMPORARY CERTIFICATE OF REGISTRATION - SAMPLE
33. POLLING PLACE LAYOUT - SAMPLE
34. VOTING BOOTH ASSEMBLY DIAGRAM
35. BALLOT ACCOUNTING FORM - SAMPLE
TELEPHONE NUMBERS FOR ELECTION DAY

Calls for problems concerning

Voter Registration
Polling Place  217-6490
Supplies  (Do not release to public)
Equipment

Election Judge problems

Democrats  217-6470  Republicans  217-6471

Public Number  217-6450

1. TELEPHONE NUMBERS ON ELECTION DAY
2. CHILDREN ACCOMPANYING VOTER
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4. ELECTIONEERING
5. DEMONSTRATION OF VOTING SYSTEM
6. VOTER ASSISTANCE
7. WRITE-IN VOTING INSTRUCTIONS  (more on reverse)
8. PARTY AFFILIATION PROBLEMS
9. GUIDE TO LOCATING NAMES IN VACS & PRECINCT Registers
10. INACTIVE VOTING PROCEDURE - VAC NOT LOCATED or NAME NOT LISTED IN PRECINCT REGISTER
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19. INFORMATION FOR ALL JUDGES
20. CHECK-IN JUDGE DUTIES AND RESPONSIBILITIES
21. BALLOT BOX JUDGE PROCEDURES
22. CHIEF JUDGE RESPONSIBILITIES
23. OPENING THE POLLING PLACE  (more on reverse)
24. OPENING DATAVOTE BOOTHS
25. CLOSING POLLS AND DATAVOTE BOOTHS  (more on reverse)
26. MIDDAY BALLOT PICK-UP
27. P.M. BALLOT BOX DELIVERY
28. BALLOT ACCOUNTING DEFINITIONS
29. BALLOT ACCOUNTING INSTRUCTIONS
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31. AFFIDAVIT OF VOTER NEEDING ASSISTANCE - SAMPLE
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34. VOTING BOOTH ASSEMBLY DIAGRAM  (more on reverse)
35. BALLOT ACCOUNTING FORM - SAMPLE
VALID VOTING POSITIONS

Shown are various examples of voting (punching) where the name of a candidate uses more than one line on the ballot card. **ALL OF THE ABOVE ILLUSTRATIONS ARE VALID VOTES AND WOULD BE TABULATED AS ONE VOTE FOR INDIGO/GRAY FOR PRESIDENT/VICE PRESIDENT.** In each case, the votes (punches) are within the range allocated to the candidate. In illustrations, 1, 2, or 3 punches within the allotted range for the candidate would be recorded as a single vote for that candidate. A punch accidentally made in the contest title area has no affect and therefore, does not constitute a spoiled ballot.

13. BALLOTS - VALID VOTING POSITIONS
14. VOTER DECLINES TO VOTE BALLOT OR DROPS UNVOTED BALLOT IN BALLOT BOX
15. SPOILED BALLOT REPLACEMENT
16. BALLOT SEQUENCE NUMBER PROBLEMS
17. CHALLENGERS AND WATCHERS
18. PROCEDURE FOR CHALLENGE TO VOTER
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20. CHECK-IN JUDGE DUTIES AND RESPONSIBILITIES
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29. BALLOT ACCOUNTING INSTRUCTIONS
30. SUPPLY RETURN CHECK LIST
31. AFFIDAVIT OF VOTER NEEDING ASSISTANCE - SAMPLE
32. TEMPORARY CERTIFICATE OF REGISTRATION - SAMPLE
33. POLLING PLACE LAYOUT - SAMPLE
34. VOTING BOOTH ASSEMBLY DIAGRAM
35. BALLOT ACCOUNTING FORM - SAMPLE
BALLOT ACCOUNTING INSTRUCTIONS

During the Day:

- **Column 6 “SPOILED” (D):** Record only complete Ballot Sets that have been spoiled. Place entry on the appropriate line according to the Ballot Pack with the corresponding sequence number range. Tape each Ballot Set together with sequence numbers visible and place in the Spoiled/Void Ballot Envelope.

**DO NOT LIST INDIVIDUAL BALLOT CARDS (A PARTIAL SET) ON THE BALLOT ACCOUNTING FORM. ACCOUNT FOR SINGLE CARDS OR INCOMPLETE SETS ON THE FRONT OF THE BALLOT ACCOUNTING ENVELOPE.**

- **Column 7 “USED” (E):** Subtract Voided (Column 5) and Spoiled (Column 6) Ballot Sets from each pack of 50 Ballot Sets. Now on Column 7, record only complete ballots sets that have been used (placed in the ballot box). Place entry on the appropriate line according to the Ballot Pack with the corresponding sequence number range.

**ONCE A BALLOT PACK IS ENTIRELY USED, ADD THE NUMBERS FOR EACH BALLOT PACK PROCEEDING HORIZONTALLY WITH COLUMNS 5-7. THE TOTAL DISPOSITION OF THE BALLOT SETS IN EACH BALLOT PACK OF 50 MUST EQUAL 50.**

After the Polls Close:

- **Column 4 “UNUSED” (B):** Record only the quantity of complete Ballot Sets remaining intact on partial Ballot Packs; and 50 for Ballot Packs from which no Ballot Sets have been removed. Record “0” on the relevant line for completely used Ballot Packs. All other Ballot Sets or cards are either used, spoiled, or void and should have been recorded during the day. Add the numbers in the vertical column; enter total on the “B” line.

**NOTE:** When Individual Ballot Sets remain intact on the Ballot Pack, subtract the Ballot Sequence Numbers of the last ballot used from the Ballot Sequence Number of the last Ballot Set of the pack. Example: Ballot Sets 0123451-0123454 were used from a ballot pack with Sequence Numbers 0123451-0123500; the next Ballot Set Sequence Number appearing on the Ballot Pack is 0123455; the last ballot used was 0123454; therefore, 0123500 (last number in pack) minus (-) 0123454 equals (=) 46 Unused Ballot Sets.

- **Column 5 “VOIDED” (C):** Add the numbers in the vertical column; enter total on the “C” line.
- **Column 6 “SPOILED” (D):** Add the numbers in the vertical column; enter total on the “D” line.
- **Column 7 “USED” (E):** Add the numbers in the vertical column; enter total on the “E” line.

Add the sums of columns (B, C, D, and E); the total of all Ballot Sets must equal the total number of Ballot Sets in column A.

**BOTH CHIEF JUDGES MUST SIGN THE BALLOT ACCOUNTING FORM!**

Return completed Ballot Accounting Form and Spoiled/Void Ballot Envelope to the Document Jacket.

Pack all unused Ballot Packs, partially used Ballot Packs and the stubs from the used Ballot Packs in the White Tag Bag sealed with a red lock seal. Please pack the unused Ballot Packs carefully so that the unused ballots do not become separated from the pack or mutilated.

29. BALLOT ACCOUNTING INSTRUCTIONS
30. SUPPLY RETURN CHECKLIST
31. AFFIDAVIT OF VOTER NEEDING ASSISTANCE - SAMPLE
32. TEMPORARY CERTIFICATE OF REGISTRATION - SAMPLE
33. POLLING PLACE LAYOUT - SAMPLE
34. VOTING BOOTH ASSEMBLY DIAGRAM
35. BALLOT ACCOUNTING FORM - SAMPLE (more on reverse)