Board of Elections in the City of New York

BASIC POLL WORKER MANUAL
NOVEMBER 2021 CERTIFICATION PERIOD

08122021

IN CASE OF EMERGENCY:
In case of an emergency evacuation, follow the instructions of the Police Officer and Coordinator and go to the emergency meeting place posted at Poll Site entrances.

Note From The Board of Elections

Dear Poll Workers,

Protecting the right to vote and offering voting opportunities in your community would not be possible without the thousands of concerned registered voters who serve as poll workers on Election Day. We want to thank you for your interest and participation in the electoral system of New York City.

We know that working a day at the polling place is not easy. It requires long hours, training, and a dedication to customer service. The Board of Elections is constantly looking for ways to make your job a little easier. For that reason the training has undergone significant change over the last four years. The purpose of this change was to improve the way information was presented, to offer more visual interest and hands on segments, and to make the training more dynamic and engaging. We have shortened the classes, added visual interest with PowerPoint and videos, and more time for hands on exercises. We have added more online training information and are in the process of developing an online training program that is interactive and can be used at any time to answer questions and serve as a refresher.

We heard your suggestions for improvement to the manual and have added a full table of contents, updated the glossary for consistent language, and included an index. We hope that these changes will better help you understand how to perform your duties on Election Day, and make the job of being a poll worker a little easier. We have also expanded the use of color-coding to improve closing procedures.

Throughout this manual and in training classes, we will be focusing on customer service – how we can best serve the voter. You are the frontline of the voting process on Election Day, representing the entire Board of Elections for New York City. It is up to you to treat voters with courtesy and respect and to conduct yourself in a professional manner that ensures fair and impartial elections. We also want to emphasize the importance of accessibility – making sure that all voters have the ability to cast a ballot, regardless of any limitations. We have confidence that you will do your best to make this happen.

New York City will have 9 days of Early Voting prior to each Election Day. Hours will vary by date and we will need to staff these sites each day. You will be notified of hours and availability in the near future.

We hope that Early Voting and Election Day will be a positive and rewarding experience and once again, want to say THANK YOU!

Table of Contents

Personal Protective Equipment (PPE)

The Board of Elections in the City of New York always strives to provide a safe, healthy environment for voters and poll workers, especially in these difficult days of coronavirus (COVID-19). To protect you, our poll workers, the BOE has adopted mitigation measures and invested in personal protective equipment, but requires your cooperation and due diligence in complying with such measures and correctly using the equipment. There are protocols for you to follow to stay safe on Election Day.

The BOE will provide you with masks, disposable gloves and hand sanitizer. Wear a mask all day, making sure it covers your mouth and nose. Wear the disposable gloves and change them as necessary, e.g., after cleaning equipment. Use alcohol pads to clean E-Poll Books and Scanner screens every 2 hours. The BMD must be cleaned with alcohol pads after each use.

Sneeze Guards will be set up on the Information Clerk, Interpreter and ED/AD Tables. There is a cutout at the bottom of the Sneeze Guard to allow the voter to sign the E-Poll Book easily. Disposable stylus pens are also being provided so that voters will not be using the stylus packed with the E-Poll Book.

Voters are not required to wear masks in the poll site.

- Wash your hands frequently with soap and water for at least 20 seconds, particularly before eating and before leaving the bathroom.

- Wash your hands after removing disposable gloves and before putting on new ones. If this is not possible, use hand sanitizer.

- Use hand sanitizer on your hands and even on the gloves.

- Avoid touching your face, especially with unwashed hands.

- If you cough or sneeze, cover your mouth and nose with your sleeve or with a tissue and promptly dispose of the tissue in a receptacle.

- If you feel ill during the day, notify the Coordinator and go home.

- Practice social distancing, staying six feet away from others.

- Do not shake hands with anyone.

- Avoid contact with co-workers or voters. When transferring ballots or other materials, place them on the table and instruct co-workers or voters, as appropriate, to pick them up.

Sneeze Guards

SNEEZE GUARD INSTRUCTIONS
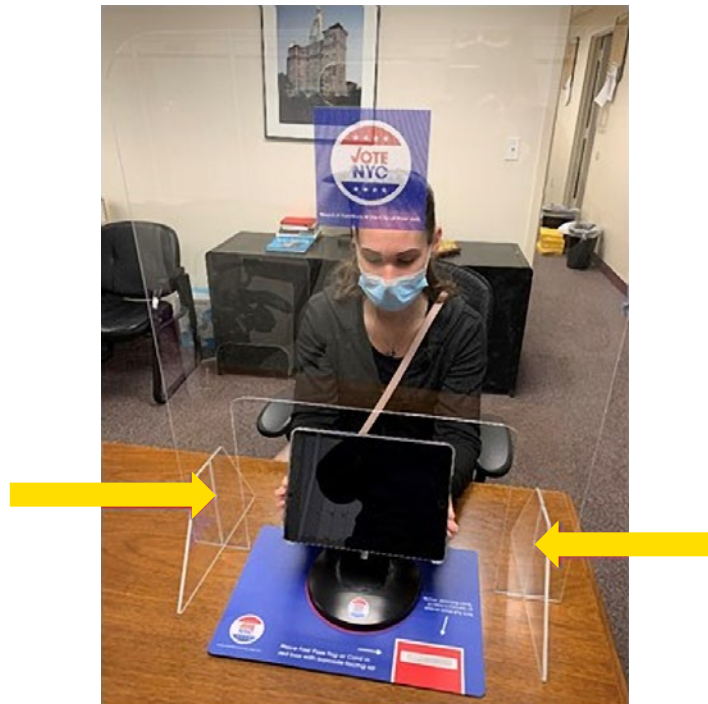
- Sneeze Guards are packed in the ED Supply Carts. Sneeze Guards for the Information and Interpreter tables are in the lowest ED/AD Supply Cart.

- Hold the Sneeze Guard by the handle at the top of the screen. Place the legs into the slits on the stands.

- Place the E-Poll Book mat on the table as shown above and your E-Poll Book on the red circle in the center of the mat.

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PREPARING FOR ELECTION DAY
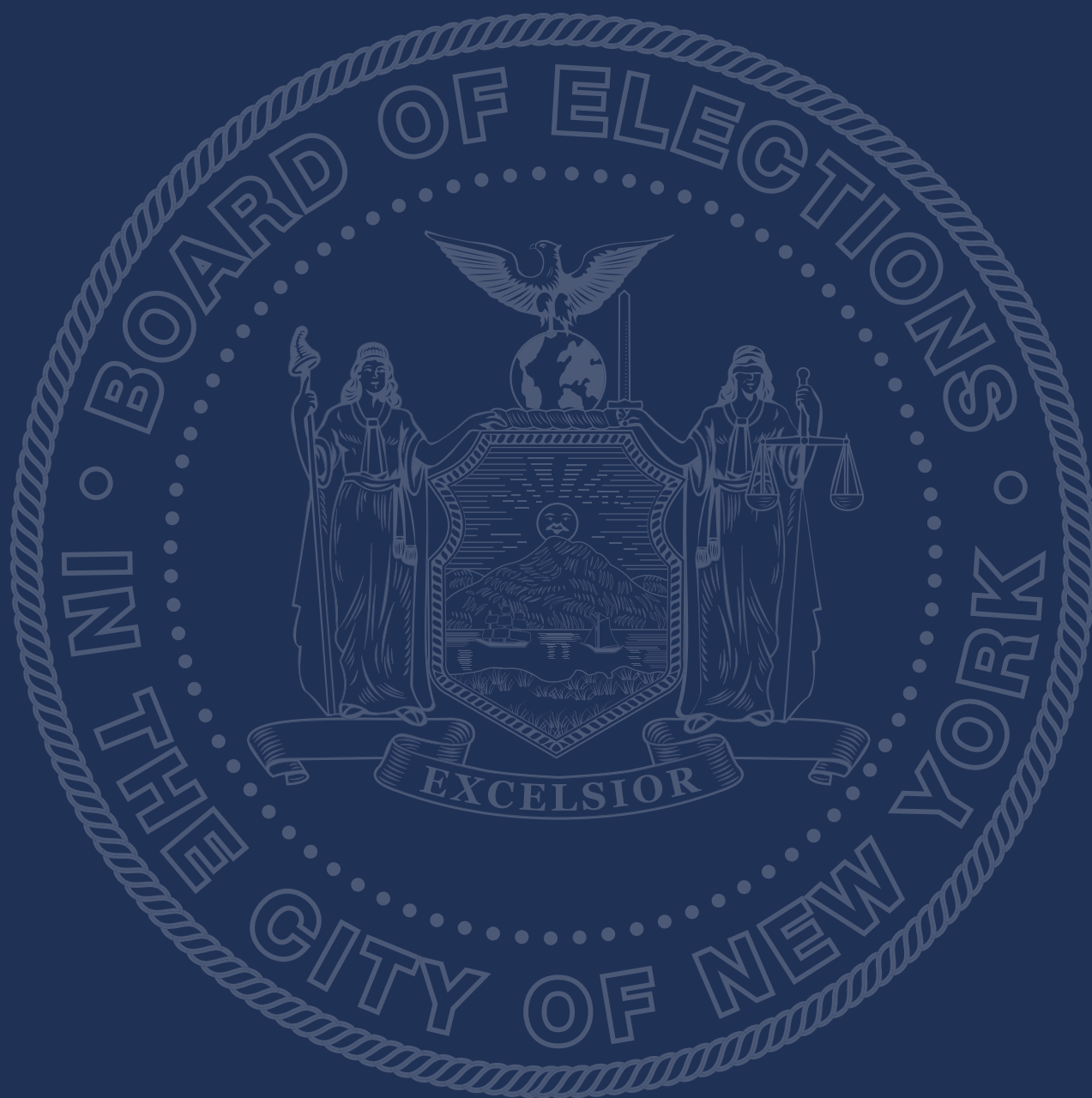
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Schedule of Elections for 2021 Certification

OCTOBER 23 – OCTOBER 31, 2021   Early Voting for General Election

NOVEMBER 2, 2021   General Election

Please note you may not be called to work every election.

TRAINING OPPORTUNITIES:

Working at the Polls requires attention to detail. However, with time between elections, it is possible to forget exactly what you are to do, or your duties may be changed. There are several options for improving your understanding of the process immediately after training and/or before a specific election:

Manual

Become comfortable with using this manual. There is a detailed table of contents, an index, and a glossary to define election terms.

The manual is your best tool before and on Election Day. Take it with you on Election Day.

Online

nyc.electiondayworker.com – you will need to log on and register

www.vote.nyc to view:

- Basic Poll Worker Manual

- Accessibility videos also available on YouTube

- Scanner Opening and Closing Videos

IF YOU HAVE QUESTIONS:

There are people ready to help. Before Election Day, call your Borough Office directly. On Election Day, advise your Coordinator of any problems and the Coordinator will call the Borough Office if necessary. All phone numbers are on back of manual.

Customer Service

POLL WORKER MISSION

- Take care of every voter according to procedure.

- Treat every voter and visitor with dignity, respect and courtesy to ensure that all voters and visitors have a positive experience at the polls.

- Follow procedures in this manual to be sure no voter is denied the right to vote.

- Remain calm and neutral in all circumstances.

All voters deserve to be treated equally, regardless of race, color, ethnicity, gender, and physical or language ability.

Voters may have different physical and/or language abilities that may require your assistance.

Throughout this manual there is additional information on how to provide this service in specific situations.

BASIC GUIDELINES

Greet every voter with a smile and eye contact. A friendly greeting will help the voter feel welcome and comfortable.

- Listen carefully and be patient.

- Make reasonable accommodations to assist voters.

- Poll Workers should not discuss: Candidates or issues on the ballot; topics related to the ethnicity, culture, religion and gender of a Poll Worker, voter, or any other person at the Poll Site.

- Please note that you may discuss the specific needs of a voter who needs additional support or assistance.

- Poll Workers can discuss how to accommodate voters.

- Keep the Poll Site peaceful and quiet – loud talking and other noises make it difficult for voters to concentrate.

LANGUAGE ASSISTANCE GUIDELINES

When a large number of voters require assistance in a specific language, an interpreter will be assigned to that Poll Site to assist the voter with any part of the process. Interpreters perform their duties alone.

Assistance is currently provided in Spanish, Chinese (Mandarin and Cantonese), Korean, Hindi, Bengali and Punjabi depending on the needs of a Poll Site.

Every BMD (Ballot Marking Device) automatically offers the ballot in English and Spanish. Additionally, if the Poll Site is designated for Chinese, Korean, or Bengali, the voter can press the language button on the BMD welcome screen to change the language.

Poll Workers who speak one of the above languages will have that information printed on their badge. If an Interpreter is not available, two Poll Workers speaking the language and representing different parties may assist the voter upon request.

REMEMBER THAT EVERYONE YOU WORK WITH IS ALSO A CUSTOMER. SHOW EVERYONE YOU WORK WITH THE SAME COURTESY AND RESPECT THAT YOU WOULD LIKE TO RECEIVE YOURSELF.

Disability Awareness

Never assume that a voter requires assistance.

If you think a voter needs assistance, ask how you can be helpful. Listen to and respect the voter's answers.

General Guidelines

If a voter asks for your assistance, listen to or ask for instructions as to how best to assist.

Relax. Don't be afraid to ask questions when you are unsure of what to do.

If a voter is assisted by an aide, make eye contact and speak directly to the voter, not the aide or anyone else.

Be patient. Take as much time as is necessary.

Voters who are Deaf or Hard of Hearing

If you do not understand something, do not pretend that you did.

Make eye contact and speak directly to the voter (not his/her companion), speak clearly and use short, simple sentences. Don't shout. Ask the voter to repeat and then repeat it back to make sure you understand correctly.

Rephrase; don't repeat your statements. Sometimes different words are heard and understood better than others.

Have a pad of paper and pen handy for written communication.

Keep your hands and other objects away from your mouth and do not chew gum.

Voters with Speech Disabilities

If you do not understand something, do not pretend that you did. Ask the voter to repeat and then repeat it back to be sure you understand correctly. Ask questions that require a short answer or nod of the head.

Do your best to understand the voter but if you continue to have difficulty, ask if the voter can suggest another option for communicating. The voter may offer to write the question but do not assume this is what the voter should do. Do not become impatient or finish sentences for the voter.

Voters with Limited Mobility

Try to place yourself at eye level. Do not hover over the voter. Do not lean on a wheelchair or other assistive device – these objects are considered personal space.

Do not assume a voter in a wheelchair wants to be pushed. Poll Workers may push wheelchair if requested by the voter.

Keep the Poll Site free of clutter or barriers in the path of voters.

Voters with Visual Impairments

Identify yourself to the voter (e.g. your name, role, and how you can assist the voter). Verbalize what you are doing: e.g. "I am locating your name on the Voter List."

Let the voter locate you by the sound of your voice; do not touch the voter unless asked.

Offer all instructions and assistance verbally. Tell the voter of any obstacles in his or her path. For example, "The voting booths are located ten feet to your right."

Notify the voter when you are leaving him/her alone.

Disability Awareness (continued)

Voters who are Deaf-Blind

You may touch the voter through their safe zones e.g.: shoulders and elbows.

Do not grab their hands.

Do not shout.

Anticipate the excessive touching, it's how they communicate with you (tactile).

Allow sighted support provider to assist Deaf-Blind.

Do not move around too quickly, allow them to follow you (tracking).

Gesturing in small spaces may be a good way to communicate.

Voters with Cognitive Disabilities

Voters with Cognitive Disabilities may have mental processes of perception, memory, judgment or reasoning.

Be patient, flexible, and supportive. Take time to understand the voter and make sure the voter understands you.

Do not try to finish the voter's sentences.

Try to limit distractions and keep things simple – take one task at a time.

Offer assistance completing forms or understanding written instructions and provide extra time for decision-making.

Service Animals

Many people use service animals for reasons that may not be visible or apparent. Dogs are permitted to serve as service animals in New York State.

Service animals are NOT required to "wear" identification such as a vest or bandana. If a voter says an animal is a service animal, it is permitted into the polling place. Do not touch or interact with any service animal.

Election Day Information and Rules

Poll Hours

Poll Workers must arrive at the Poll Site by 5:00 a.m. Polls must open at 6:00 a.m. and close at 9:00 p.m. Every voter in line at 9:00 p.m. must be allowed to vote.

Legal

You must administer the election impartially and in accordance with the law. (See inside back cover for more details.)

Number of Poll Workers

Bipartisan teams work at Scanners, BMDs, and ED Tables. If there are shortages, the Coordinator should call the Borough Office.

Pay

You must complete the Time Sheet with information contained on your Notice to Work Card. You will be paid for your training class and for working on Election Day. You can expect to be paid in 6–8 weeks. Please do not call before that time. Also be sure to check in using the tablet to speed up the payroll process. ***You must work one election day in order to be paid for this training class.**

Meals and Breaks

You are allowed 2 hours total for breaks and meals. The Coordinator will schedule times. Do not exceed your time as it will affect other workers or voters. Do not leave your station without notifying the Coordinator.

You may not have time to leave the Poll Site and purchase food, so pack snacks and meals that do not require refrigeration.

Do not place food or drinks on work tables or carts. Do not eat while serving voters.

No Smoking or E-Cigarettes

No smoking is allowed at the Poll Site or within 100 feet of a school.

Cell Phones

Cell phone use inside the Poll Site is only for official business. If you have a cell phone, it must be silenced. If you need to make a call or text, you must do so on your break and outside of the room where voting takes place. NO HEADPHONES.

Politics

Poll Workers and voters are not allowed to have political conversations while at or near the Poll Site. Personal reading material is fine as long as it is not political in nature.

Dress Code

As representatives of the Board of Elections, Poll Workers should dress in a clean and professional manner. Attention to personal hygiene and grooming is also expected. Clothing should be tasteful and in good condition. T-shirts, shorts, and buttons with improper or political slogans, graphics, photos, midriff baring tops and ripped, torn or oversized pants are examples of inappropriate attire. No hats or head coverings are permitted unless they are for religious observance. **Note: For your own safety, and to prevent injury around equipment, wear closed-toed shoes. No flip-flops.**

Children and Pets

Poll Workers are not allowed to bring children to the Poll Site. However, voters may bring children.

Only service animals are allowed at the Poll Site.

Poll Worker Voting

If you are not working at your home Poll Site, as a Poll Worker you can request a ballot using a Special Ballot Application prior to the election. (See Appendix).

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Election Day Team

Many team members work at a Poll Site on Election Day – rely on each other for success!

Coordinator	• Poll Site Supervisor and must be respected as such.
	• Places any necessary calls to the Borough Office.
	• Reassigns Poll Workers as needed to ensure procedures are followed.
	• Oversees set up of Poll Site and distribution of supplies to all other Poll Workers.
	• Is responsible for safety in the Poll Site.
	• Takes attendance, signs and validates accuracy of Time Sheets.
	• Confirms Scanners are opened, closed and Results Tapes are printed after close of polls.
	• Confirms ED Tables have completed the Return of Canvass accounting for all ballots.
	• Maintains ADA Complaint Log and ADA Checklist.
	• Oversees all final closing procedures.
Police Officer (or designee)	• Delivers Police Poll Site Envelope to Coordinator (contains all keys).
	• On duty at Poll Site until polls close and closes door at 9:00 p.m.
	• Returns scanner PMDs to counting center (Round #1).
	• Returns paper ballots and large return bag (Round #2).
ED Table Chairperson Rep at even # ED Dem at odd # ED	• Selected by Inspectors at the table or assigned by Coordinator.
	• Organizes layout, manages work activity.
	• Completes the ED Forms Booklet and confirms accuracy of other documents.
	• Performs same duties as other Inspectors for the table.
ED Table Inspectors 2 per table: One Rep/ One Dem	• At opening, set up the table and supplies and record ballots received.
	• Obtain voter signatures on the E-Poll Book, making sure voters are in the correct ED/AD.
	• Give voter the proper ballot and privacy sleeve.
	• Assist voters in special situations such as using an Affidavit Ballot, Court Order, or when challenged.
	• At closing, account for ballots, pack materials, and secure critical items.

Election Day Team (continued)

Scanner Inspectors 2 per scanner: One Rep/ One Dem	• Make sure Scanners are in the location shown on Floor Plan. • Set up/open Scanners; print Zero/Configuration tapes. • Place Scanner "Wait Here" sign. • Stand 5 feet from the Scanner, ready to assist voters if necessary but not looking at the ballot. • Troubleshoot Scanner as necessary. • Perform closing duties including printing tapes and sealing equipment.
BMD/Privacy Booth Inspectors One Rep/ One Dem	• Turns on BMD and Cradlepoint immediately upon opening. Cradlepoint must be on in order for E-Poll Books to function. • Make sure Privacy Booths and the BMD are placed according to the Floor Plan. • Check booth lights, make sure magnifying sheet and pen are in each booth and lock the feet of each booth. Check booths during the day to remove any electioneering material and to see if a replacement pen is needed. • Ready to assist voters in using the BMD or its accessories. • Close the BMD and stack the booths.
Information Clerk	• Posts inside signage including Safe, Smart Distance Decals. • Greets & welcomes voters as they enter the Poll Site. • Directs voters to correct ED/AD Table or to correct Poll Site as necessary. • Hands out Poll Worker Applications to encourage voters to work at the Poll Site. • Assists in closing activities as needed.
Accessibility Clerk **Note: Accessibility Clerk cannot be reassigned.**	• Posts signage outside before polls open including Sidewalk Arrows. • Installs doorbell at alternate accessible door (if needed). • Makes sure ramps, cones and mats are in place. • Monitors alternate accessible entrance to open door as needed. • Conducts periodic inspections of path of travel if requested by Coordinator. • Assists, but does not provide physical help to voters with disabilities. • Removes and packages all outside signage and doorbell when the Poll Site closes.

Election Day Team (continued)

Interpreter(s)

Note: Interpreters cannot be reassigned to another position.

- Assist non-English speaking voters by translating information and the ballot in a designated language and translating between Poll Worker and voter.
- Maintains the Interpreter Journal.
- Gives completed Journal pages (in Return Envelope) to Coordinator.

AD Monitors

- Bipartisan teams of two sent out from each Borough Office to provide assistance and troubleshooting to a group of Poll Sites within an Assembly District.
- There may also be monitors sent from the General Office.

Standbys

- Poll Workers who have been trained but not pre-assigned to a Poll Site.
- Can be sent to Poll Sites to fill vacancies and perform various duties.
- Standbys are sent to poll sites when there are shortages of workers. They can be ED Table Inspectors, Scanner Inspectors, BMD Inspectors, Information Clerks or Relief Clerks.

Relief Workers

- Poll Workers who have been trained and assigned to a Poll Site to provide relief to other workers during breaks.
- Can be moved around as needed as ED Table Inspectors, BMD/Privacy Booth Inspectors, Scanner Inspectors or Information Clerks.

Line Management Clerk

- Assigned to work the line of voters by looking up ED/AD information.
- Announces frequently that voters dropping off absentee ballots should go to the front of the line.
- Reminds voters to have their Fast Pass Tag or Card ready for check-in.
- Cannot be reassigned.

Poll Watchers, Observers and Media

To ensure fair and honest elections, New York State Election Law provides for appointing Poll Watchers to observe voting at the polls. Poll Watchers are designated by candidates, political parties, or independent organizations, which have candidates on the ballot and/or political committees.

ALL Poll Watchers and observers inside the room where voting takes place **MUST** sign the Visitor Log and show proper certificates, authorization letters or identification.

Role of a Poll Watcher:

Observe elections at the Poll Site. Report any observed irregularities to the Poll Site Coordinator or Inspector, Police Officer, and/or the Borough Office.

Poll Watcher qualifications:

Each Poll Watcher must be certified in writing by one of the following: a candidate, a chairperson of a political committee, or a chairperson of an independent body. Each Poll Watcher **must show a certificate** for **each** Election District to the Poll Site Coordinator or Chairperson.

At any time, there are to be no more than three Poll Watchers per ED per candidate, political committee or independent body. Only one of the three is allowed within close proximity to the ED Table.

POLL WATCHER'S CERTIFICATE

To The Board of Elections in the City of New York:

Pursuant to provisions of Section 8-500 of the Election Law of the State of New York, the undersigned hereby appoints:

_____
Name of Individual (Print)

To act as Watcher on their behalf, at the _____ Election to be held on _____
in the ____ Election District, _____ Assembly District, Borough or County of _____, City of New York. (date)

_____
Signature of Candidate, Chairperson of Political Committee or Independent Body

_____
Name of Candidate, (Print) Political Committee or Independent Body

How to interact with Poll Watchers:

- Welcome them. Introduce yourself with your name and position. The Coordinator should ask to see the Poll Watcher's Certificate and ask them to sign the Visitor Log.

- If Poll Watchers have questions about what they can or cannot do, the Coordinator should show them the Poll Watcher rules on the poster at the entrance.

- Be familiar with what Poll Watchers CAN and CANNOT do.

Poll Watchers, Observers and Media (continued)

Poll Watchers CAN:

- Arrive at 5:00 a.m. before the unlocking and examination of any voting machine to verify no votes have been cast and that the ballot boxes and Ballot Bin Liner case are empty.

- Compare ballot to Sample Ballot Poster.

- Examine the E-Poll Book as long as they do not interfere with the Inspectors or election proceedings.

  If a poll watcher presents a Poll Watcher certificate for your ED and wants to view who voted, and there are no voters in line:

  - Press the MENU button on the top left of the E-Poll Book to get to the HOME screen
  - Press Summary Report on the HOME screen
  - Press CHECK-INS at the top of the screen
  - The poll watcher may then scroll through the names of voters who have checked in at the ED
  - If a voter arrives, the poll watcher must stop scrolling and allow the voter to vote
  - Press HOME and GET STARTED to go back to checking in voters

- Observe the closing of the polls and the Return of Canvass.

- Challenge individual voters on the basis of signature authenticity, residence, multiple voting, or qualification to vote. See "Voter is Challenged" in the Special Situations charts for ED Inspector Serving the Voters.

- Report possible violations to the Coordinator, Inspector, Police Officer, or Borough Office.

Poll Watchers CANNOT:

- Interfere with the election process.

- Electioneer in any manner within 100 feet of any Poll Site entrance. This includes soliciting votes or distributing, wearing or carrying political literature, posters, banners or buttons, or showing a candidate or party's name.

- Tamper with election materials including any posted official signs and/or results tape.

- Protest a vote ruling.

- Accompany a voter to the Privacy Booth, BMD, or Scanner.

Examples of "Interfering with the election process":

- Talking to Poll Workers while voters are present

- Talking to voters who are voting

- Carrying on any conversation that may create a distraction or disturbance

- Electioneering

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Poll Watchers, Observers and Media (continued)

If a Poll Watcher Breaks a Rule:

- Show them the rules posted at the entrance of the Poll Site and remind them of the specific rule they are violating.

- If the Poll Watcher refuses to comply with the rules, the Coordinator should call the Borough Office.

- If necessary the Police Officer can be asked for assistance.

IMPORTANT
Do not tamper with the Results Report Tapes posted on the wall. Tampering may result in criminal prosecution or civil liability.

Observers

There may be observers visiting your Poll Site on Election Day. You may have several observers or you may have none. All are required to have proper authorization. Some examples of observers who may be present include:

- **Federal Observers** are interested in making sure the Voting Rights Act is being followed, meaning no voter is faced with discrimination on the basis of race, color or language. They are also observing whether language assistance is being provided as required. They **do not require** written authorization, but **must show proper identification.**

- **HAVA Observers** and other groups are making sure the Poll Site is accessible and that voters with disabilities are able to vote. They **must present a letter** from the Board of Elections or identification.

- **Board of Elections Observers** are looking to see that policies and procedures are being followed, and to identify areas in need of improvement. They **must show a Board of Elections ID or identification.**

Media/Press

Media/Press are allowed to be inside the Poll Site if they have **written authorization** from the Board of Elections. They are allowed to film or take pictures of individuals with the individual's permission. You may choose not to be photographed. They are also allowed to take pictures of equipment and booths as long as voters are not present.

Exit Polls

Exit polls attempt to find out how voters have voted and are allowed outside the Poll Site beyond 100 feet of any Poll Site entrance. They cannot ask voters how they will vote before they enter the Poll Site.

Pre-Election Checklist

Use this checklist to ensure you are well prepared for Election Day

1. Receive your Notice to Work in the mail – check all information carefully. This will also serve as your badge on Election Day. It provides the date of the election, your Poll Worker Number, location of your assigned Poll Site, and job position to which you are assigned. **Note: Coordinators can move certain workers to another position if necessary.**

   If you have not received your Notice to Work by 7 days prior to the election, call the Borough Office or check online at nyc.electiondayworker.com.

   If you are not working at the Poll Site where you are assigned to vote, you can request and vote using a Special Ballot. You should have received an application and returned it at training. If not, contact the Borough Office.

   Your ballot will be mailed to you before the election. If you do not receive your special ballot, you can visit your borough office to receive one. **Do not return your voted ballot by mail.** Bring it to the Poll Site where you are working on Election Day and give it to the inspector at any ED Table. Be sure the inspector signs the back of the envelope.

2. Review your manual and any guides received at training or go online to refresh your mind as to how to perform your assigned duties. Review the Election Day Information and Rules in this manual and your legal duties/responsibilities on the inside back cover.

3. Make arrangements to arrive at the Poll Site NO LATER THAN 5:00 A.M. If arranging transportation pickup at end of night, schedule it for after 9:30 p.m.

4. Plan to dress comfortably, but professionally. It is best to bring a warm layer (like a jacket) you can wear during cooler times of day.

5. You will be at the Poll Site for more than 16 hours and may not have time to travel outside the Poll Site for meals. Pack snacks and food that do not require refrigeration or re-heating.

6. **Bring your manual, Notice to Work, and Special Ballot with you to the Poll Site on Election Day. If you fail to bring the Notice to Work, you may not be allowed to work. You must report to the Poll Site where you are assigned or this will result in not being paid.**

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OPENING THE POLL SITE

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Overview of Opening the Poll Site

1. Everyone arrives at the Poll Site NO LATER THAN 5:00 a.m. The custodian or contact person provides access to the Poll Site.

2. The Police Officer delivers keys and other items to the Coordinator for Scanners, ED Supply Carts, and BMD. The Coordinator signs the Police Officer Receipt in the Police Poll Site Envelope, returns it to the Police Officer and distributes the keys to the Inspectors.

3. The Coordinator takes attendance on Site Coverage Report, assigns workers to their positions, and oversees all procedures. **Note: If there is no Accessibility Clerk or Information Clerk, the Coordinator will assign duties to another Poll Worker.**

4. Workers receive supplies from the Coordinator, who gets them from the lowest numbered ED of the lowest numbered AD Supply Cart. Once they are received, they proceed to set up the room according to the Floor Plan on top of each ED Supply Cart.

5. Scanner Inspectors open Scanners, produce Configuration/Zero Report Tapes and set up the "Wait Here" sign.

6. BMD/Privacy Booth Inspectors open the BMD, plug in and turn on the Cradlepoint and place and inspect all Privacy Booths.

7. Information Clerks set up their table near the main entrance and post all inside signage.

8. Interpreters set up the table and prepare Interpreter Journal pages.

9. Accessibility Clerk posts all outside signage, making sure path of travel is clear and ramps are installed if required, and installs the door bells, cones and mats if required.

10. ED Inspectors set up the ED Table and Supply Cart with materials needed to issue ballots and set up ED/AD Sign.

11. Just before opening of the Poll Site all Poll Workers must sign the Time Sheets **in the Forms Book.** All Poll Workers must attach their badge, and Poll Site must be ready to open at 6:00 a.m. **YOU MUST SIGN THE FORMS BOOKLET IN ORDER TO BE PAID.**

Overview of Scanner and Ballot Marking Device

Ballot Scanner

The Scanner is a portable electronic voting system that uses an optical Scanner to read marked paper ballots and tally the results.

This system allows for paper ballots to be immediately tabulated at the Poll Site.

Ballot Marking Device (BMD)

The electronic voting system also includes a Ballot Marking Device (BMD), which is an electronic device that assists voters in marking a paper ballot on Election Day. All voters, including voters with disabilities, can use the BMD to mark a ballot privately and independently at their Poll Site. It allows the voters to:

- view the ballot in larger print by adjusting the print size on an adjustable touch screen.
- listen to the choices for candidates and propositions through audio headphones.
- mark the ballot using the touch screen, Braille-embossed keypad, Sip & Puff device or Rocker Paddle.
- view the ballot in English and Spanish. If the Poll Site is designated for additional languages, those will also be available on the BMD.

Note: BMD does not count ballots or print reports.

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Overview of the E-Poll Book
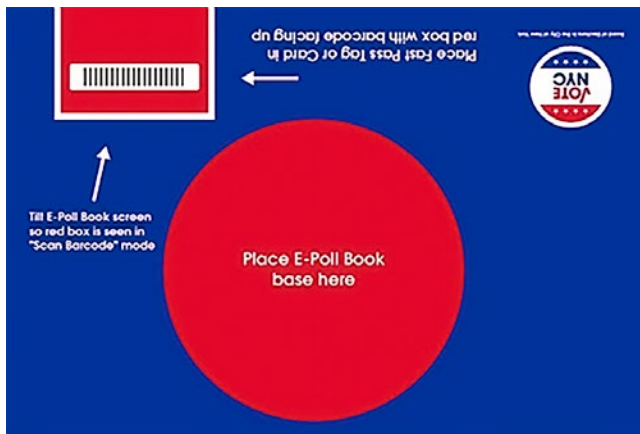
Press button to turn on the battery pack.

1. The E-Poll Book is used to check-in voters at the ED Table.

2. All registered voters – Active and Inactive – are listed in the E-Poll Book.

3. The E-Poll Book is set up according to the instructions in the manual included in the case and placed on the red circle in the center of the placemat.

4. The E-Poll Book allows you to search for a voter using the first 3 letters of the last name or the birth date. If the voter presents their voter card they received with the Board of Elections mailing, you can put it on the bar code section of the placemat and it will scan the voters record automatically.

5. The E-Poll Book will guide you through the check-in process for all voters.

6. There is a battery pack in the E-Poll Book case to be used if the charge on the E-Poll Book goes below 50%.

Example of Poll Site Schematic: Outside

The schematic (diagram) for your Poll Site will be in the Coordinator Packet. The schematic shows the building, path of travel, alternate accessible entrance, and room in which voting will take place. It is used by the Coordinator to make sure the site meets ADA requirements and the Accessibility Clerk to locate entrances and post outside signage and set up doorbell.
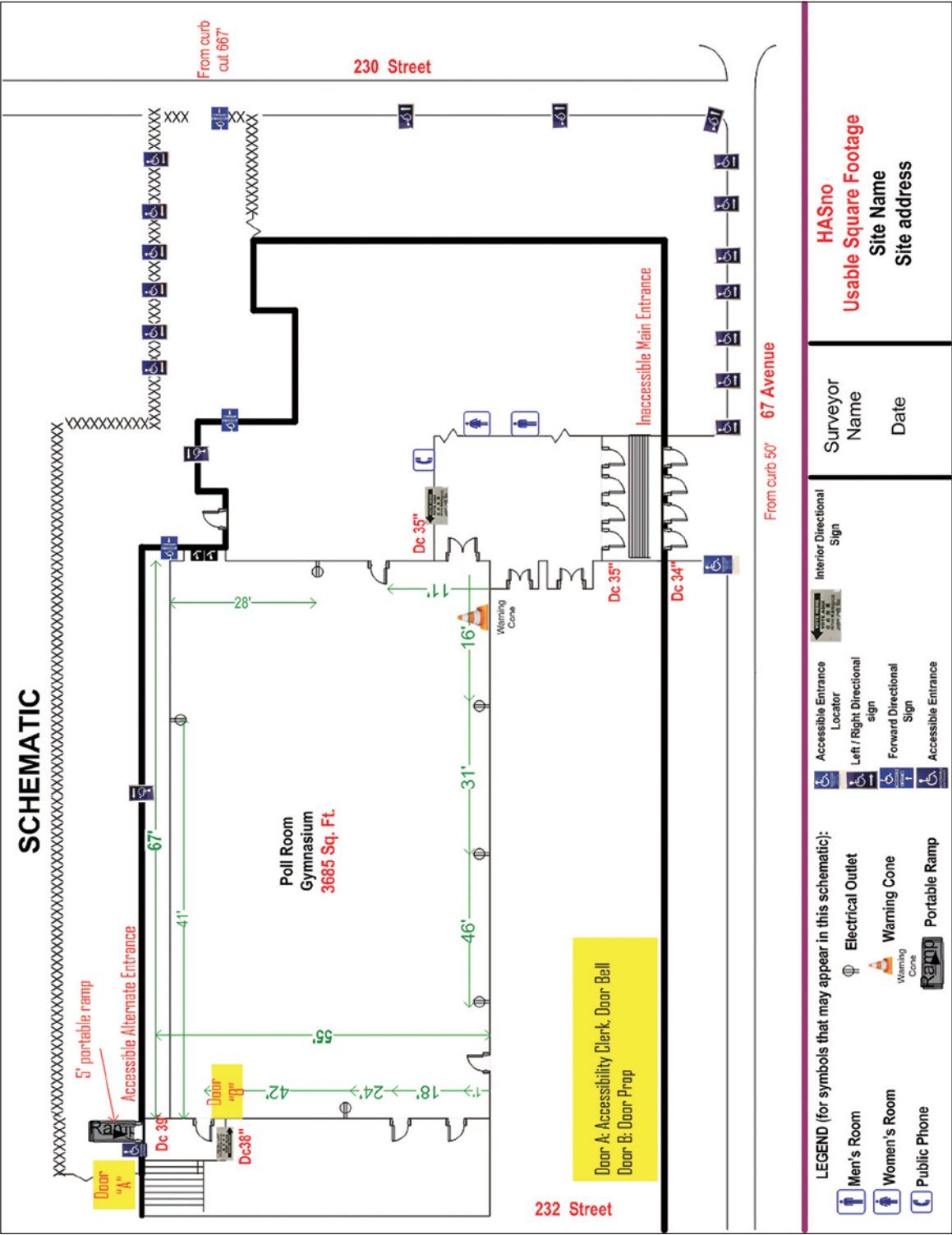
Poll Site Interior Set Up

Following is an example of a Floor Plan showing placement of equipment and furniture. The Floor Plan for your specific Poll Site is on top of each ED Supply Cart. The Floor Plan has been designed to meet legal requirements as well as for maximum efficiency. It is important to set up the Poll Site according to your actual Floor Plan to ensure accessibility for all voters and avoid legal challenges. If there are any problems with this Floor Plan, inform the Coordinator.

There is a tape measure in the Coordinator's Supply Envelope for measuring.

Privacy Booth Placement

- Privacy booths must be placed according to the diagram found on the top of each supply cart.

ADA Booth Placement

- ADA Privacy Booth (lower writing surface) is placed nearest to the BMD with the voter's back to the wall.
- This booth must have 5 feet of clearance (use tape measure) on two sides to allow a voter in a wheelchair easy access.

Ballot Marking Device (BMD) Placement and Cradlepoint

- The BMD is placed 5 feet from the wall, with the doors open, with the Voter's back to the wall (use tape measure).
- The BMD must be near to and plugged into a working outlet.
- The power cord should run on one side of the machine with the mat covering the cord and taped down if necessary.
- When the BMD is plugged in, the orange cord for the Cradlepoint should be threaded according to the picture on page 32. Plug in the Cradlepoint immediately.
- The other side should have 5 feet of clearance for the voter to access the machine.

Information Table/Interpreter Table Placement

- Tables should be near the entrance to the room with information table visible as a first stop.

ED Table Supply Cart Placement

- Supply Cart should be placed on the side or behind the table as space allows. Doors should not be accessible to the voters.

Scanner Placement

- Back of Scanner towards the wall.
- Be sure privacy panels are in place.
- "Wait Here" sign is 5 feet in front of the Scanners (use tape measure).

Examples of Poll Site Floor Plan: Inside

Floor Plan

-HASno-
Poll Site Name
Poll Site Address
Borough, State
Usable Square
Footage
[Surveyor Name]
[Survey Date]
[Scale]

REQUIRED EQUIPMENT:
# of EDs: 8
LARGE INFO TABLES: 2
SMALL INFO TABLES: 0
ED/AD TABLES: 8
SUPPLY CARTS: 8
PRIVACY BOOTHS: 21
ADA BOOTHS: 1
BMDs: 1
SCANNERS: 4

Voter Entrance

Warning Cone

SCANNER Front
SCANNER Front
SCANNER Front
SCANNER Front

Info Table

Interpreter Table

Exit doors not used

BOOTH Front
BOOTH Front

ADA BOOTH Front

BMD Front

ED Table
ED Table
ED Table
ED Table

Warning Cone

ED Table
ED Table
ED Table
ED Table

BOOTH Front
BOOTH Front

BOOTH Front
BOOTH Front

BOOTH Front
BOOTH Front

BOOTH Front

BOOTH Front

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BOOTH Front

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BOOTH Front

BOOTH Front
BOOTH Front

BOOTH Front
BOOTH Front

Copy on top of each ED Supply Cart

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Examples of Inside Signage and Placement: Posted by Information Clerk

All signage will be in the languages required for your poll site. Post signs 1–4 where voters enter, or just inside the entrance door where voting takes place. Be sure they are visible to all voters.

1. International Symbols Poster

2. Instructions To Voters/Multi Language

3. Voter Bill Of Rights
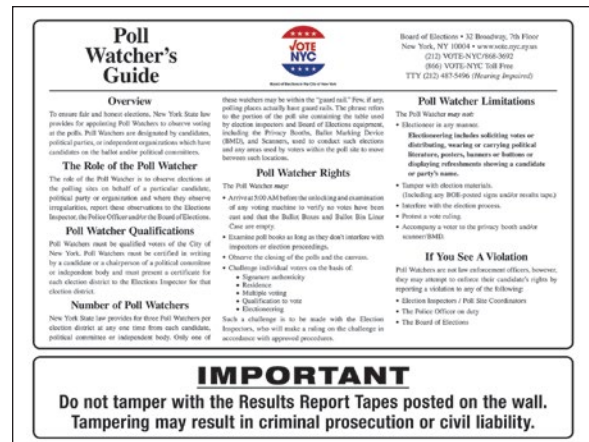
4. Poll Watcher's Guide Poster

5. Safe, Smart, Distance Floor Decals and Poster

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Examples of Inside Signage and Placement: Posted by Information Clerk

6. VOTE HERE ARROWS – post them along the pathway from the entrance of the building to the entrance of the room where voting takes place. The larger the Poll Site and longer the distance – the more arrows are needed. If you need more, tell the Coordinator.
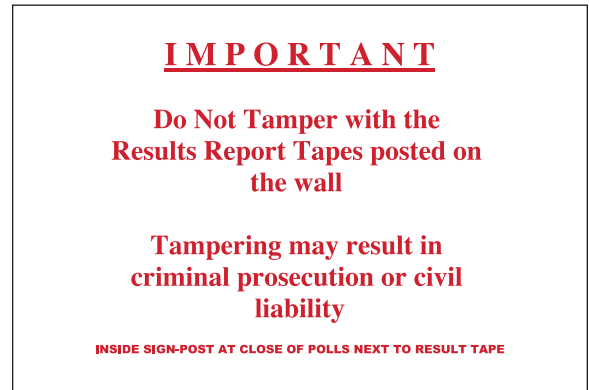
7. Do Not Tamper
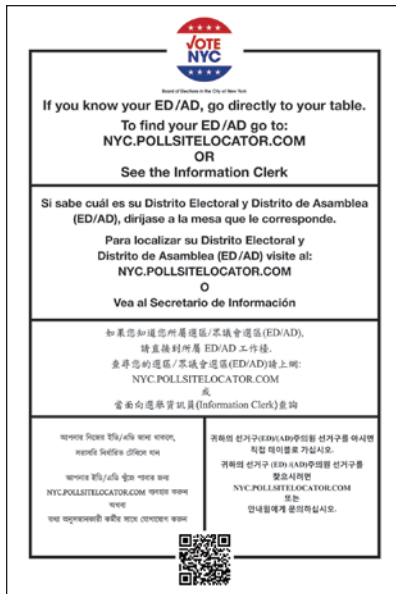
8. Poll Site Locator Sign – post inside entrance and near information table.

9. No Photography Sign – post near privacy booths and scanners.

10. Post at entrance to poll site and other prominent location in poll site. They will be in the inside signage bag – 2 per location.

Examples of Outside Signage and Placement: Posted by Accessibility Clerk

All signage will be in the languages required for your poll site. If you post signs in the order shown it might save you steps. All outside signage should be laminated.

1. Vote Here (no arrows)
Post at <u>main</u> entrance to the building.

2. Vote Here (with arrows)
Post along pathways <u>leading toward main</u> entrance of Poll Site. **DO NOT** use to direct voters to the alternate accessible entrance.

3. Interpreter sign(s)
Post near main entrance. There is one for each language for which there is an interpreter at your Poll Site.

4. No Electioneering
Post 100 feet from each entrance to the Poll Site, at main entrance and the alternate accessible entrance, if there is one.

5. Sidewalk Arrows
Place on sidewalk to guide voters to poll site entrance.

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Examples of Outside Signage and Placement (continued)

All signage will be in the languages required for your Poll Site.

OUTSIDE SIGN

OUTSIDE SIGN

6. Accessible Entrance Sign (no arrows)
If the main voter entrance IS ACCESSIBLE, hang this sign on that entrance.

If the main voter entrance is NOT ACCESSIBLE, hang this at the ALTERNATE ACCESSIBLE entrance.

7. Accessible Pathway Sign
Hang the arrow signs along the sidewalk and pathway to direct voters to the accessible entrance.

Make sure the arrow signs are always upright.

These signs tell the voter to go right or left.

This sign tells the voter to go straight.

OUTSIDE SIGN
PLACE AT MAIN ENTRANCE

ACCESSIBLE ENTRANCE LOCATED

ENTRADA ACCESIBLE LOCALIZADA

1ST FL INTERIOR
ROUTE ENTRANCE

WRITE ADDRESS/LOCATION OF ACCESSIBLE ENTRANCE

OUTSIDE SIGN – PLACE AT MAIN ENTRANCE

OUTSIDE SIGN
PLACE AT MAIN ENTRANCE

ACCESSIBLE ENTRANCE LOCATED
ENTRADA ACCESIBLE LOCALIZADA
投票處輪椅出入口位於
장애인용 입구 위치
প্রতিবন্ধীদের জন্য প্রবেশপথ

WRITE ADDRESS/LOCATION OF ACCESSIBLE ENTRANCE

OUTSIDE SIGN – PLACE AT MAIN ENTRANCE

8. Accessibility Locator Sign
Remember to write the location of the accessible entrance on the bottom of the sign if it's not there already.

Hang this sign where a voter with a disability can read it! If the main entrance has steps, hang it on the bottom of the steps!

9. Cone
Place as indicated on the schematic to warn voters about obstacles that may be on the accessible path.

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IMPORTANT: Plugging in the Cradlepoint

The Cradlepoint and BMD are set up prior to Election Day. Follow the instructions below in the event they are not already set up.

1. Open the back of the BMD cart, locate the orange extension cord. Plug one end into the yellow extension wheel inside the BMD cart as shown.

2. Run the orange extension cord through the holes in the shelves of the BMD cart and feed the cable along the side of the BMD cart, to the top where the Cradlepoint is located.

3. While looking at the side of the Cradlepoint case, uncap the electrical port to plug in the other end of the orange extension cord.

IMPORTANT: Plugging in the Cradlepoint (continued)

4. Feed the yellow extension cord through the holes in the shelves of the BMD cart, and run the cord on the side of the BMD cart to an electrical wall outlet. **BMD AND CRADLEPOINT MUST REMAIN PLUGGED IN AT ALL TIMES.**
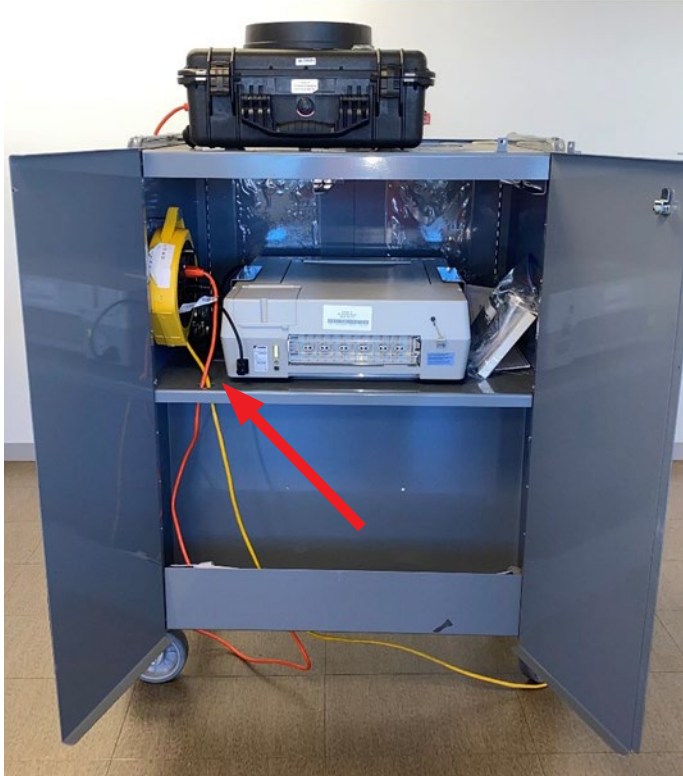
5. On the top lid of the Cradlepoint case, there is a circular plastic viewfinder. Check that blue lights are visible through the viewfinder to confirm the Cradlepoint is powered on. If the lights are red or not on, tell the Coordinator.
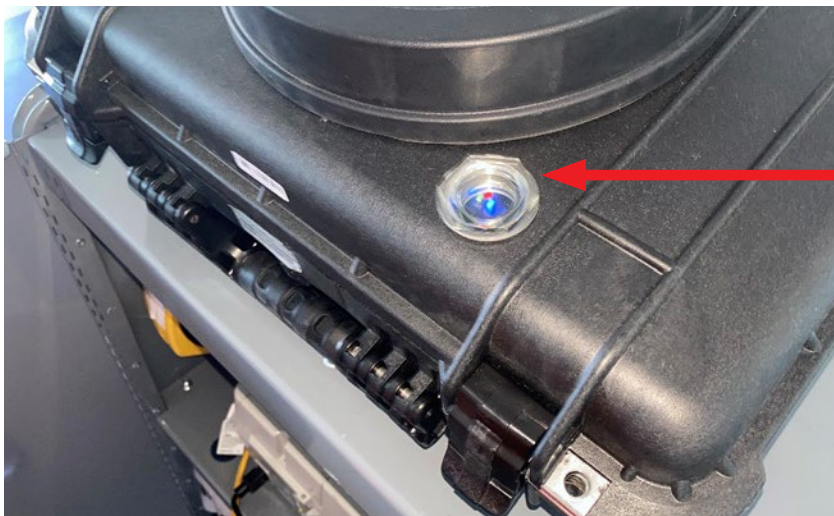
BMD/Privacy Booth Inspector Job: Opening the Poll Site

The BMD/Privacy Booth Inspector's job when opening is to set up all Privacy Booths and the BMD(s). All procedures from this manual for opening, serving the voter and closing are on a BMD laminated Open/Close Card on the outside of the BMD.

ARRIVE NO LATER THAN 5:00 A.M.

- If your Poll Site is locked, ring the bell or knock loudly on door/windows to alert the custodian of your presence.

- If you are still unable to enter, call the Borough Office (number on back of manual). If the Coordinator is present, he or she should make the call.

Locate the Coordinator and introduce yourself.

1. The Coordinator will meet you at the BMD to give you the BMD Police Envelope. Remove the plastic cover from the cart. Store cover in bottom of BMD Cart.

2. If Privacy Booths or BMD are not already in place, move them to the correct location, which is shown on the Floor Plan on top of each ED Supply Cart.

3. Be sure to lock the wheels on all Privacy Booths and BMD by pressing down firmly on the lever with your foot. You may have to move the BMD slightly so the lever faces out. Caution: Do not do this with open-toed shoes.

4. **PRIVACY BOOTHS** must be placed according to the diagram found on the top of each supply cart. The lowest booth with the accessibility logo is the Accessibility Privacy Booth.

- The Accessibility Privacy Booth is to be placed with 5 feet of clearance between the wall and the booth and 5 feet on one side for wheelchair access (use tape measure).

- Check each booth to be sure it contains a pen and magnifying sheet. Turn on the light before the Poll Site opens. Rotate the light down onto the writing surface. If the light does not work tell the Coordinator.

Privacy Booth

5. **BMD** is placed with the screen facing the wall and voter's back to the wall. It must be 5 feet from the wall and have clearance on one side of 5 feet, measured from the open door (use tape measure).

6. Check the contents of the BMD Police Envelope: Seals Report, Seals, and Keys. If key(s) is missing see Troubleshooting/Special Situations. The key number will match the gold plate on the side of the BMD.

60"
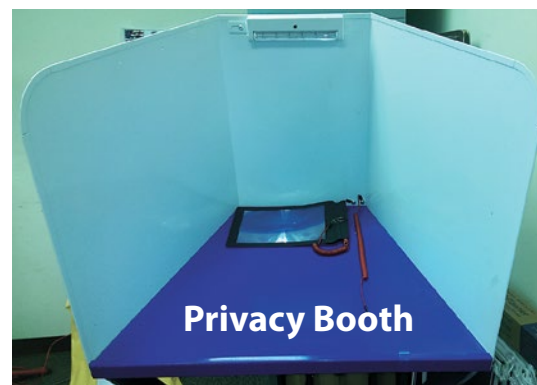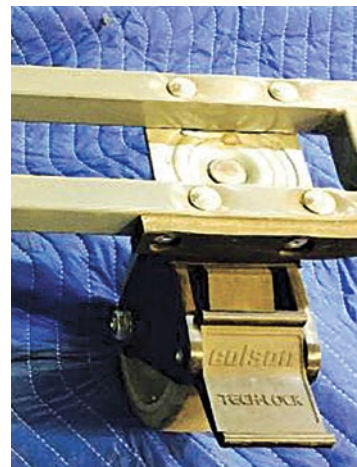
BMD/Privacy Booth Inspector Job: Opening the Poll Site

(continued)

7. Compare the two green seal numbers on the BMD Cart with the numbers on the Seals Report. **If correct,** initial the report and proceed. **If not,** notify the Coordinator.
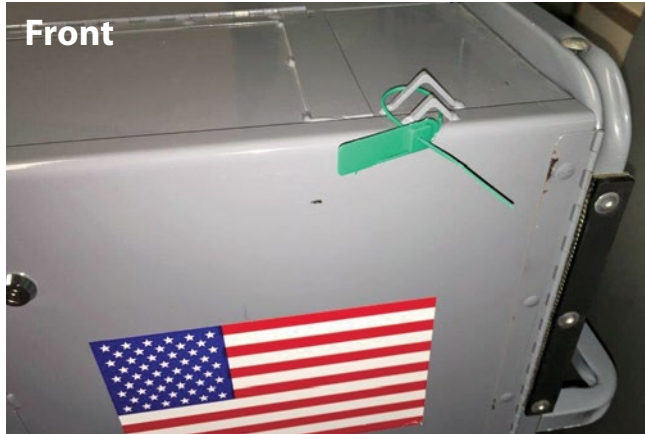
8. Break the two green seals and put them in the BMD Police Envelope.
Caution: Do not break any other seals, numbered or otherwise, on the actual BMD.

9. Using the silver barrel key from the BMD Key Envelope, open the front and back of the BMD Cart. Inside you should have a **BMD Supply Package**, extension cord, and black floor mat.

(Items a–c are in a Ziploc bag)
a. ☐ Headphones
b. ☐ Sip & Puff Device
c. ☐ Rocker Paddle
d. ☐ Stylus
e. ☐ Headphone Covers (5 pair)
f. ☐ Sip & Puff Straws (5)
g. ☐ Alcohol Wipes (10)
h. ☐ Gloves
i. ☐ Operators Manual

BMD/Privacy Booth Inspector Job: Opening the Poll Site

(continued)

10. Pull out the extension cord and feed it through the shelf holes on the back of the BMD then plug it into the power cord. Be sure the power cord is plugged into the BMD. Rewind the extension cord to remove slack and plug into the outlet on the wall. **Note: Run the extension cord out of the back, along the side of the cart to the outlet.**

11. Please see pages 27 to 28.

12. Cover the extension cord with the black mat. The cord and mat **should not be placed in front of the cart.** Have a chair readily available if a voter requests it, but do not place chair in front of the BMD screen. It is important that the area in front of the BMD screen is free of any obstacles.

13. Set up the BMD sign (located inside the BMD in a net bag) behind and close to the BMD.

14. Insert the gold key into the BMD and turn to the ON position (middle).
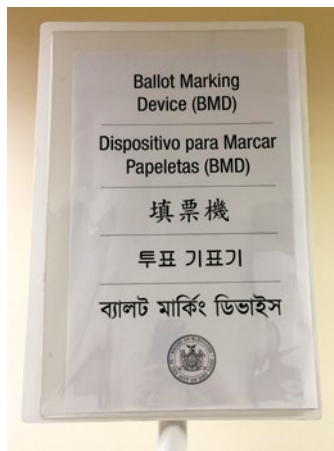
15. The ON light should be green. If it is yellow it is only running on battery. Make sure the power cords are plugged in correctly. If still yellow, continue setting up but tell the Coordinator immediately.

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BMD/Privacy Booth Inspector Job: Opening the Poll Site

(continued)

16. Fold back the metal top of the BMD Cart. Open the touchscreen by moving the plastic lid latches towards the outer edges, lifting the lid and pulling up on the screen from the back. **Note: it takes a little strength to pull up the screen.**

17. Open the ballot feed tray that is in the front of the BMD, by pulling up on the top and then outward away from the BMD.

18. Close the metal top of the cart that you folded back in Step 16.

19. Put the keys and the Seals Report back in the BMD Police Envelope. Put this envelope in the plastic sleeve at the back of the machine. If there is no sleeve, put it behind the screen.

20. Remove accessories from the Ziploc bag and place on the right side of the screen. Place empty supply bags in the back of the BMD.

21. Insert your badge from the Notice to Work Card into the badge holder and put on your badge. Put the remaining portion of the Notice to Work card in the Notice to Work Envelope at the ED Table.

22. Go to ED Table assigned on the Notice to Work and complete the Time Sheet. **If you don't do this before you start, you must do it during the day. You need to sign the book in order to be paid.**

23. You are now ready to serve the voters.

ED Table Inspector Job: Opening the Poll Site

There should be at least two inspectors at each table, one Democrat and one Republican. One will be designated as the Chairperson. Work together to be ready for first voter at 6:00 a.m.

1. **ARRIVE NO LATER THAN 5:00 A.M.**

   - If your Poll Site door is locked, ring the bell or knock loudly on door/windows to alert the custodian of your presence.

   - If you are still unable to enter, call the Borough Office (number on back of manual). If there is a Coordinator assigned to your Poll Site, he or she should make the call.

2. Locate the Coordinator and introduce yourself.

3. Receive the ED Police Envelope from the Coordinator who checks that the Supply Cart number on the ED Police Envelope is the same as the number on the Supply Cart (on the top or side of the cart). If there are any problems, notify the Coordinator.

4. Your Supply Cart and table may already be in place. But if not, check by looking at the Floor Plan located on top of any ED Supply Cart. Speak with Coordinator and move as necessary to match the Floor Plan.

5. Check contents of ED Police Envelope using the checklist on the envelope. Tell the Coordinator if anything is missing. If there are any special instructions, they will be in this envelope.

LN–341 EDSC (Rev–6/15)

BOARD OF ELECTIONS IN THE CITY OF NEW YORK

ED SUPPLY CART
POLICE ENVELOPE

ED #_____AD #_____Borough_____

ED SUPPLY CART UNIT # _____

ED Inspector check the contents and if anything is missing tell the Coordinator.

(2) Red plastic numbered seal	
ED Supply Cart Key Envelope	
Special Instructions (if any)*	
Number to call for Emergencies is on the side of the cart.	

*Note: ED Inspector – Read and follow any Special Instructions contained in this envelope

Return this envelope to the Coordinator at the close of polls.

ED Table Inspector Job: Opening the Poll Site (continued)

6. Check to be sure the green seal on the front doors of the Supply Cart has not been tampered with and that it matches the number on the ED Police Envelope. If it is missing or tampered with or not the same number, tell the Coordinator but still write the number of the tampered seal on the Seals Report in your ED Forms Booklet.

Continue with Set Up:

- Break the seal and put it in the ED Police Envelope. Remove the key.

- Open the Supply Cart doors, put the key back in the envelope, and put the envelope in the plastic sleeve on the inside door of the cart.
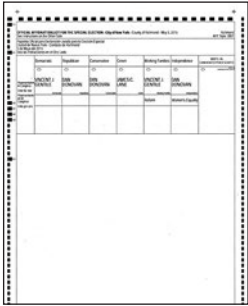
- Record the green seal number on the ED Seals Report.

- If the seal is missing, note this on the second line.

- If the seal number is different, check the box on the seals report and record the actual seal number in the first space above.

- Remove lime green case containing E-Poll Book. Break the green seal and note the seal number on the ED Seals Report.

- At the end of the night, record the red seal number placed on the case after the unit and accessories are packed up.

ED SUPPLY CART SEALS REPORT

Election date: _____   ED_____AD_____

Poll Site Name: _____Address: _____Poll Site #_____

OPENING ED SUPPLY CART :

Record seal number already on cart door (green plastic).	
If the seal is missing place check mark here.	
If the seal number is different than that listed on the ED Police Envelope, make a check mark here. Write new number in first space above.	

OPENING E-POLL BOOK:

Record seal number already on carrying case.	
If the seal is missing place check mark here.	
If the seal number is different than that listed on the ED Police Envelope, make a check mark here. Write new number in first space above.	

CLOSING ED SUPPLY CART:

Record the seal number of the red plastic seal you placed on the cart at the close of polls.	

CLOSING E-POLL BOOK:

Record the seal number of the red plastic seal you placed on the e-poll book carrying case at the close of polls.	

7. Remove items from the Supply Cart. You should have everything listed below. If items are missing, tell the Coordinator. **Note: If you are the lowest numbered ED in the lowest AD, your Supply Cart will have additional supplies.**

WHAT IS IN EACH ED SUPPLY CART	How it is packaged
ED Supply Envelope (content listed on next page)	Manila paper envelope
Grey Transport Bag (content listed on next page)	Canvas bag
Orange Return Bag (empty)	Canvas bag
Scannable Ballots Blue pattern (image of the state)	Multiple packages of ballots – each package is shrink wrapped with the Ballot Transmittal Sheet on top of the first package.
Affidavit Ballots (unscannable)	Shrink wrapped bundle with red sticker or packages in a box. This may vary by election.
Sample Ballot Poster(s)	Loose
(1) ED/AD Sign	Mesh bag
(1) Court Order Certificate pad	Loose
(1) Blue table display	Shrink wrapped with forms inside
Red striped border privacy sleeves (Affidavit Ballot)	Shrink wrapped
Black striped privacy sleeves	Shrink wrapped
E-Poll Book	Lime green case

ED Table Inspector Job: Opening the Poll Site (continued)

8. Check that you have everything listed for the ED Supply Envelope and the Grey Transport Bag, telling the Coordinator if anything is missing. Lay the items out on the table or Supply Cart as you check them off.

WHAT IS IN THE ED SUPPLY ENVELOPE

☐ Basic Poll Worker Manual

☐ ED Forms Booklet (contains Notice to Work Envelope)

☐ Magnifying Sheet

☐ Void Ballot Envelope

☐ Large "A" Envelope

☐ Special Ballot/Absentee Ballot Return Envelope*

☐ Excess Ballot Envelope

☐ Valid Emergency Ballots Envelope

☐ Partially Used Ballot Package Envelope

☐ Completed Challenge and Assist Oath Envelope

☐ Small plastic envelope with: (4) badge holders, language badge holders, tape, (4) pens, (1) pad of white paper seals, white plastic ties for Grey Transport Bag and Orange ED Return Bag, (5) rubber bands, (1) roll of tape, (1) small writing pad

☐ Affidavit Tent Card

☐ "I Voted" stickers and Future Voter stickers

☐ Extra Affidavit Ballot Envelopes

☐ Voter Assistance Oath Pad

☐ Affidavit Oath Card

WHAT IS IN THE GREY TRANSPORT BAG

☐ Return of Canvass forms (2) – place one copy on the ED Table to track ballots given out

☐ Affidavit Ballot and Court Order Log Book

Note: Actual bag has ED/AD number.

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9. **If you are in the lowest numbered ED in the lowest numbered AD you will also have extra paper rolls for the Scanners plus the following supplies for other Poll Workers:**

COORDINATOR GETS THESE ITEMS FROM LOWEST ED/AD AND GIVES TO THE POLL WORKERS:

Item	Packaging
Scanner Supply Envelope(s)	Manila envelope
Interpreter Supply Envelope(s)	Manila envelope
Information Clerk Supply Envelope(s)	Manila envelope
Accessibility Clerk Supply Envelope	Manila envelope
Outside Signage Bag	Bag with handle
Inside Signage Envelope	Manila envelope
Tablet (battery pack, charger)	Black case

SCANNER INSPECTOR GETS THESE ITEMS FROM LOWEST ED/AD:

Item	Packaging
Extension Cord(s)	Rolled
Black Scanner Privacy Panels (2 for each scanner)	Loose
"Wait Here" sign (instructions included)	Black canvas bag
Small Yellow Canvas Scanner Pouch (inside is pink Ziploc bag, white paper seal, and one yellow two pronged plastic seal – two seals if Scanner A).	Loose

THESE ITEMS ARE FOR THE COORDINATOR FROM THE LOWEST ED/AD:

Item	Packaging
Coordinator Supply Envelope	Manila envelope
Purple Coordinator Bag*	Canvas bag
Blue Poll Site Return Bag*	Canvas bag
Large Yellow Scanner Voting Records Bag*	Canvas bag with straps
Return of Canvass Envelope*	Manila envelope
Additional Orange ED Return Bag for Absentee Ballots*	Canvas Bag
Absentee Ballot Return Envelope*	Outside Signage Bag

*Coordinator may choose to leave in Supply Cart until close of polls.

10. Lay the items for your table out on the table or Supply Cart according to the diagrams in these procedures. Only one package of ballots is unwrapped and placed on the table at a time. Leave other packages (wrapped) in the Supply Cart, out of reach of the public. **Note: In a Primary Election, you will put one package for each party on the table.**

Do you have the right ED ballots? Notice the style number is on the back of the ballot in the lower right corner above the list of ED/ADs. If wrong ED/AD, tell the Coordinator.

The Borough of Queens has special procedures for placing, distributing, and recording Tri-Lingual Ballots. See the Appendix for these procedures.

Code on Scanner Tape

Style: 0353
31st Assembly District
E.D.S: 1-2, 5-6, 10, 12, 14-16, 18, 24-25, 27, 29, 32

11. Remove the Lime Green E-Poll Book Case in the supply cart. Open the case and set up the E-Poll Book according to the instruction manual in the case. Remove green seal and place in ED Police Envelope.

12. Complete the **Ballot Transmittal Sheet** (packaged on top of the first package of scannable ballots). **Note: If it is a Primary Election there will be a separate Ballot Transmittal Sheet and separate ballots for each party. If there is only one package of ballots, there is no Ballot Transmittal sheet.**

KINGS

AD 41 – ED 80

General Election - May 5th, 2015

Total Ballots: _____
Total Ballots per Package: __50__
Total Packages: __4__

Initial as packages are opened	Package	Ballots	Amount of ballots used	✔ = all used from pkg. 0 = none used from pkg.
	1			
	2			
	3			
	4			
Total Number of Ballots used				

Signatures

Name _____ date/time   Name _____ date/time

Name _____ date/time   Name _____ date/time

ZONE B0086

Remove strip marked "PULL TO OPEN" and lift the wrapping. Ballots will stay in the package and can be removed one at a time.
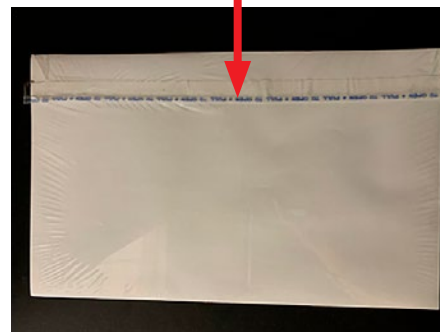
- Count packages without unwrapping and multiply by 50 which is the amount in each package. Enter total on Total Ballots line above.

- Initial next to Package #1 and put the form back in the sleeve on the inside door of the cart with extra ballots. You do not have to use a form for the Affidavit Ballots.

- Use this form and initial each time you remove a package of ballots from the cart throughout the day.

ED Table Inspector Job: Opening the Poll Site (continued)

13. Complete the **Return of Canvass** (2 forms found in the Grey Transport Bag). Check that the pre-printed ED/AD on the form is correct and if not, tell the Coordinator. Record the total number of ballots you started with in the space marked "START OF DAY TOTAL."

Please turn over the **Return of Canvass** and fold it in half. On the right side of the back of the page, there are horizontal rows numbered 1–25 and 26–50. There are 50 ballots in each package. When you open a package and hand out ballots, start with the first row. X the number 1 – then number 2 and continue until until you X both rows ending with 50. When you get to 50, your package will be empty. Continue this process with each package of ballots. **Note: You must keep this sheet on the ED Table and current so that we can do ballot accountability during the day.**

14. Check the **Sample Ballot Poster** to be sure it matches the real ballots and that the same language(s) appear on both documents. If not, tell the Coordinator. There may be two posters if the ballot continues to the back side or it is a Primary Election with different ballots.

15. Set up the **ED/AD Sign** (directions in the bag), attach the Sample Ballot Poster(s) to the pole, and place the sign on the side of the table. **Do not** place behind the table.

16. Position the Supply Cart behind or to the side of your table, but be sure the public cannot reach the ballots.

17. Complete the opening section of the ED Seals Report in the ED Forms Booklet.

18. Sign the Time Sheet in the ED Forms Booklet before you start. If this cannot be done, please be certain to sign sometime during the day.

19. Insert your badge from the Notice to Work Card into the badge holder and put on your badge. Put the remaining portion of the Notice to Work Card in the Notice to Work Envelope stapled inside the ED Forms Booklet.

20. You are now ready to serve the voters.

> **CAUTION: DO NOT LET ANY BALLOTS OUT OF YOUR SIGHT at any time.**
> **You are accountable for every ballot (used and unused) at the close of polls.**

ED Table Layout

- It is important to keep the table neat and organized. Only items most often used should be on the table. Items that are not used as often are to be placed on or in the Supply Cart.

- The Inspector Affidavit tent card contains information on one side for the Inspector, listing reasons for an Affidavit.

- All supplies for voting an Affidavit Ballot are in the Blue Table Display on the top of and first shelf of the Supply Cart.

- Special Situations are listed in the Basic Poll Worker Manual with procedures on how to handle each situation. Keep the manual open to these pages when serving the voters.

- The manual also contains a procedure page for Using an Affidavit Ballot and for Using a Court Order.

- The E-Poll Book in your supply cart contains voter information for the ED/AD at your table. E-Poll Books are not shared, and EVERY E-Poll Book in the poll site MUST be turned on and used at the ED/AD on the tag attached to the case.

Voter

Inspectors

6 feet apart

ED Supply Cart Layout

Top of Cart

Red Striped Privacy Sleeve	1,2,3 How To Vote	Notice to Voters
	Voter Rights Flyer	The Challenge Oath
	Affidavit Ballot Envelopes	Voter Registration Forms
	Laminated Affidavit Card	Blue Table Display

First Shelf

Writing Pad

Court Order Pad

Tapes, Misc

"A" Envelope

ED Forms Booklet

Scannable Ballots

Affidavit Ballots

Bottom Shelf

Empty Sign Bag

Canvas Bags: Yellow, Grey, Purple, Blue, and Return of Canvass Envelope Orange ED Return Bag

Personal Items

Empty Supply Envelopes

E-Poll Book Green Case

Close of Polls Envelopes

Scanner Inspector Job: Opening the Poll Site

Each Poll Site has a minimum of two Scanners. Two bipartisan Scanner Inspectors oversee the setup, use, and closing of <u>each</u> Scanner. You will find Scanner Opening and Closing Instruction Cards on the outside of the Scanner. **All Scanners must be opened.**

ARRIVE NO LATER THAN 5:00 A.M.

- If your Poll Site door is locked, ring the bell or knock loudly on door/windows to alert the custodian of your presence.

- If you are still unable to enter, call the Borough Office (number on back of manual). If the Coordinator is present, he or she should make the call.

Locate the Coordinator and introduce yourself.

1. Go to the lowest numbered ED of the lowest AD Supply Cart to get your supplies which include: Scanner Supply Envelope; extension cord(s), Privacy Panels, Small Yellow Pouch and "Wait Here" Scanner sign (black canvas bag).

Small Yellow Pouch **Scanner Supply Envelope**

Extension Cord(s)

Privacy Panels

Wait Here Sign found in Black Canvas Bag

2. Meet the Coordinator at the Scanner to receive the Scanner Police Envelope. The Inspector will check that the Scanner unit number is correct. If not, he/she will notify the Coordinator who will call the Borough Office.

3. Confirm contents of **Scanner Police Envelope** using checklist on the envelope. The envelope contains the Seals Report, seals, Election Security Code, Key Envelope and Special Instruction Envelope (if any). If you are assigned to Scanner A, you will have additional seals for emergency use. **Note: Any seals that are removed are to be placed inside this envelope.**

4. Confirm the contents of the **Scanner Supply Envelope** using the checklist on the envelope and if anything is missing, tell the Coordinator.

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5. If the Scanner is not already in place, position it as shown on the Poll Site Floor Plan which is on top of each ED Supply Cart. Turn the Scanner so you can see the lock. Step down on the lever – **do not use hands or step with open toed shoes** to prevent injury.

6. Remove the Seals Report from the Scanner Police Envelope. Check that the seal numbers on the report match the seal numbers on the outside of the Scanner and initial the report by the seal numbers. There are five seals. The red seals on the left and the right sides are permanent. If a seal does not match, ask the Coordinator to call the Borough Office to report it and write the number on the report.

Top Lid #4

Left Side Seal #8 and Right Side Seal #9

Emergency Ballot Box Door and Ballot Box Door #3 & #2
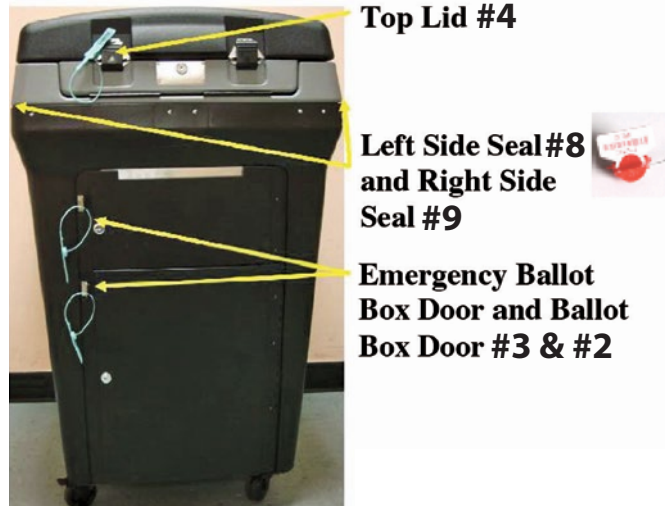
BOARD OF ELECTIONS IN THE CITY OF NEW YORK PRINTED AS OF: 6/11/2015 11:01:41AM	SEAL PACK REPORT Primary Election 2015 - 09/10/2015 KG INSPECTOR COPY			TENTATIVE SUBJECT TO CHANGE	

Scanner Seal Pack ID: 68872, Assigned To: KG0135

Location	Type	Color	When Used	Number	Insp Init
1. PMD/Printer Compartment Door	Paper Label	Yellow	During Day	01941233	
2. Ballot Box Door	Plastic	Green	Opening	15580322	
3. Emergency Ballot Box Door	Plastic	Green	Opening	15580323	
4. Top Lid	Plastic	Green	Opening	15580324	
2. Ballot Box Door	Plastic	Yellow	During Day	12961864	
3. Emergency Ballot Box Door	Plastic	Yellow	During Day	13577526	
2. Ballot Box Door	Plastic	Red	Closing	17730461	
3. Emergency Ballot Box Door	Plastic	Red	Closing	17730462	
4. Top Lid	Plastic	Red	Closing	17730463	
5. Ballot Bin Liner Case	Plastic	Red	Closing	17730464	
6. Screen	Paper Label	Green	Opening	3228550	
7. Backup Door	Paper Label	Red	Permanent	01941222	
Small Yellow Scanner Pouch	Tab Insert	Yellow	Closing	3344531	

Existing Seals on KG0135

Left Side Seal	Wire	Red	Permanent		
Right Side Seal	Wire	Red	Permanent		

Inspector: _____ Date: _____

Inspector: _____ Date: _____

7. Remove keys from the Scanner Key Envelope found in the Scanner Police Envelope. Using the silver key, open the power cord compartment at the back of the Scanner. Unwrap the cord and plug into the extension cord, then into the wall outlet. **Note: Connect no more than two Scanners to each extension cord. DO NOT use the BMD extension cord for the Scanners.** If you are missing an extension cord, please ask your Coordinator to request more.

8. You should hear a faint beep. If not, check that the plug is connected to the black power converter in the back of the Scanner.

9. Check that the metal bar in the power cord compartment is held in place by the white clip and if not, push to close it. Leave the compartment door open.

Ensure the white clip is closed and leave power cord compartment open.

10. Remove the green seal from Top Lid (Location #4) and put it in the Scanner Police Envelope. Use the **silver** key to unlock the lid – turn left and remove key. Unlock latches on the lid and lift.

11. Use the Seals Report to check the following seals on the interior of the Scanner. If they match, initial the report. If they do not match, tell the Coordinator.

Backup Door #7

Screen #6

Release Lock

   - Release lock (yellow) – listed on report – **DO NOT REMOVE SEAL**
   - Backup door (red) – Location #7 – **DO NOT REMOVE SEAL**
   - Screen seal (green) – Location #6 – **TAKE OFF THE SEAL** and put in Scanner Police Envelope

12. Use the black barrel key to unlock the screen. Lift the screen up from the front and you should hear a beep as the screen automatically turns on. If not, check the power cord and if there is still a problem, tell the Coordinator. Return key to Scanner Key Envelope and place into Scanner Police Envelope.

13. Check the yellow paper seal at the PMD compartment (location #1) matches the Seals Report, and if so, initial where indicated.

14. While the Scanner is booting up, remove the green seal from the Emergency Ballot Box door (location #3). Open the door with the silver key and make sure the box is **empty**. **Note: Make sure the emergency slot is closed.** If yes, close and re-lock the door. If not tell the Coordinator.

15. Reseal the door with the yellow plastic numbered seal designated for that purpose in the Seals Report and initial the report.

16. Remove the green seal from the Ballot Box (location #2) and put it in Scanner Police Envelope. Use the silver key to open the door. Remove the Ballot Bin Liner case. Check the inside of the box and the bin liner to be sure they are **empty**. If not tell the Coordinator. If empty, put the Ballot Bin Liner case back inside and make sure the lids/flaps are up so the bin can receive ballots.

Scanner Inspector Job: Opening the Poll Site (continued)

17. Close and lock the ballot box door. Reseal the door with the yellow plastic numbered seal shown on the Seals Report for that purpose. Initial the report where indicated.

18. Return keys to the Scanner Police Envelope. Place the envelope into the plastic pouch on the back of the Scanner until the close of polls.

19. Put up the privacy panels with the logo facing out.

20. Enter the Election Security Code provided to you in the Police Envelope and press **"Accept."** Scanner will print a Configuration Report Tape. **DO NOT TEAR OFF TAPE YET.** If not printing, tell the Coordinator immediately.

21. Screen will display Poll Site name and address. Make sure they are correct and if not, tell the Coordinator who will call the Borough Office **IMMEDIATELY.**

22. Look at the screen to check power to be sure the Scanner is plugged in correctly. Green indicates the Scanner is receiving electricity. Red means the Scanner is using the battery.
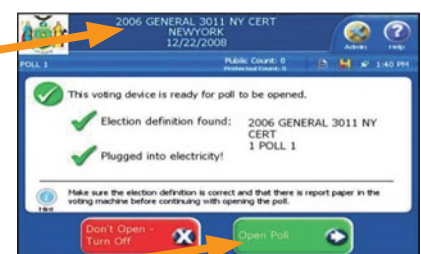
Press **green "OPEN POLL"** button and Scanner will print a Zero Report Tape. Make sure all vote totals for every candidate or proposal are zero.

23. Tear off the tape containing both the Configuration and Zero Report Tape. Write the Scanner letter on the tape and both Scanner Inspectors sign the report tape. **Note: Poll Watchers are allowed to see this tape before it goes in the pouch.** Put the tape in the small Yellow Scanner Pouch, and put the pouch in the clear plastic sleeve on the back of the Scanner or on open door until close of polls.

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Scanner Inspector Job: Opening the Poll Site (continued)

Opening The Poll Site

24. If tape is pink, you need to replace the paper roll. See instructions in Scanner: Troubleshooting.

25. At 6:00 a.m. press the green **"GO TO VOTING MODE"** button. The Coordinator will announce the time.

26. The "Insert your ballot" screen appears on the screen and the system is ready for voting.

27. Make sure the Public Count is Zero. If not tell the Coordinator.

28. Enter the Public Count and Protected Count in the Public/Protected Count Work Sheet found in the Scanner Booklet. Fill in the Scanner letter from the front of the Scanner.

29. Fill in the Poll Site and Scanner information on the cover and inside forms of the Scanner Booklet.

30. Both Scanner Inspectors must sign the Scanner Inspectors Certification for Opening in the Scanner Booklet.

31. Set up the "Wait Here" sign five feet in front of the Scanners. Instructions for how to set up are in the bag.

- Put the empty supply envelopes and sign bag out of the way.

32. Be sure the "Do Not Tamper" sign is posted near the Scanners.

You are now ready to serve the voters.

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Example of Seals and Seals Report

The Seals, Seals Report and the Security Code come inside the Scanner Police Envelope. The Seals Report shows:

1. Seal numbers are pre-printed on the report.

2. When checking seals already on the Scanner, find that seal on the report. Seals are listed by description, location and type of seal – paper or plastic.

3. The report will tell you when during the day the seal is used. For example: Ballot Box Door is Location #2 but that door uses three different seals at different times. If opening the Scanner, you would look at the #2 for "opening."

4. Once you find the correct seal and when it is used, check that the numbers are the same. If so, initial on the line. If different, tell the Coordinator before proceeding and write down the number on the report.

5. At the close of polls both Scanner Inspectors must sign the Seals Report.

- **Note: green seals are on the Scanner at opening and will be replaced, yellow seals are used as replacement seals, and red seals are not to be removed.**

- Seals that are already on the Scanner: **green** if to be removed and **red** if they are not to be removed.

- Seals to be put on the machine during the day or potential replacement: **yellow**.

- Seals to be put on at close of polls: **red**.

BOARD OF ELECTIONS	SEAL PACK REPORT	TENTATIVE
IN THE CITY OF NEW YORK	Primary Election 2015 - 09/10/2015	SUBJECT TO CHANGE
PRINTED AS OF:	KG	
6/11/2015 11:01:41AM	INSPECTOR COPY	

Scanner Seal Pack ID: 68872, Assigned To: KG0135

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2. Ballot Box Door	Plastic	Red	Closing	17730461	____
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4. Top Lid	Plastic	Red	Closing	17730463	____
5. Ballot Bin Liner Case	Plastic	Red	Closing	17730464	____
6. Screen	Paper Label	Green	Opening	3228550	____
7. Backup Door	Paper Label	Red	Permanent	01941222	____
Small Yellow Scanner Pouch	Tab Insert	Yellow	Closing	3344531	____

Existing Seals on KG0135

Left Side Seal	Wire	Red	Permanent	_____	____
Right Side Seal	Wire	Red	Permanent	_____	____

Inspector: _____ Date: _____

Inspector: _____ Date: _____

Example of Seals and Seals Report (continued)

Top Lid **#4**

Left Side Seal **#8** and Right Side Seal **#9**

Emergency Ballot Box Door and Ballot Box Door **#3 & #2**

Backup Door **#7**

Screen **#6**

Release Lock

PMD Compartment #1

SERVING THE VOTERS
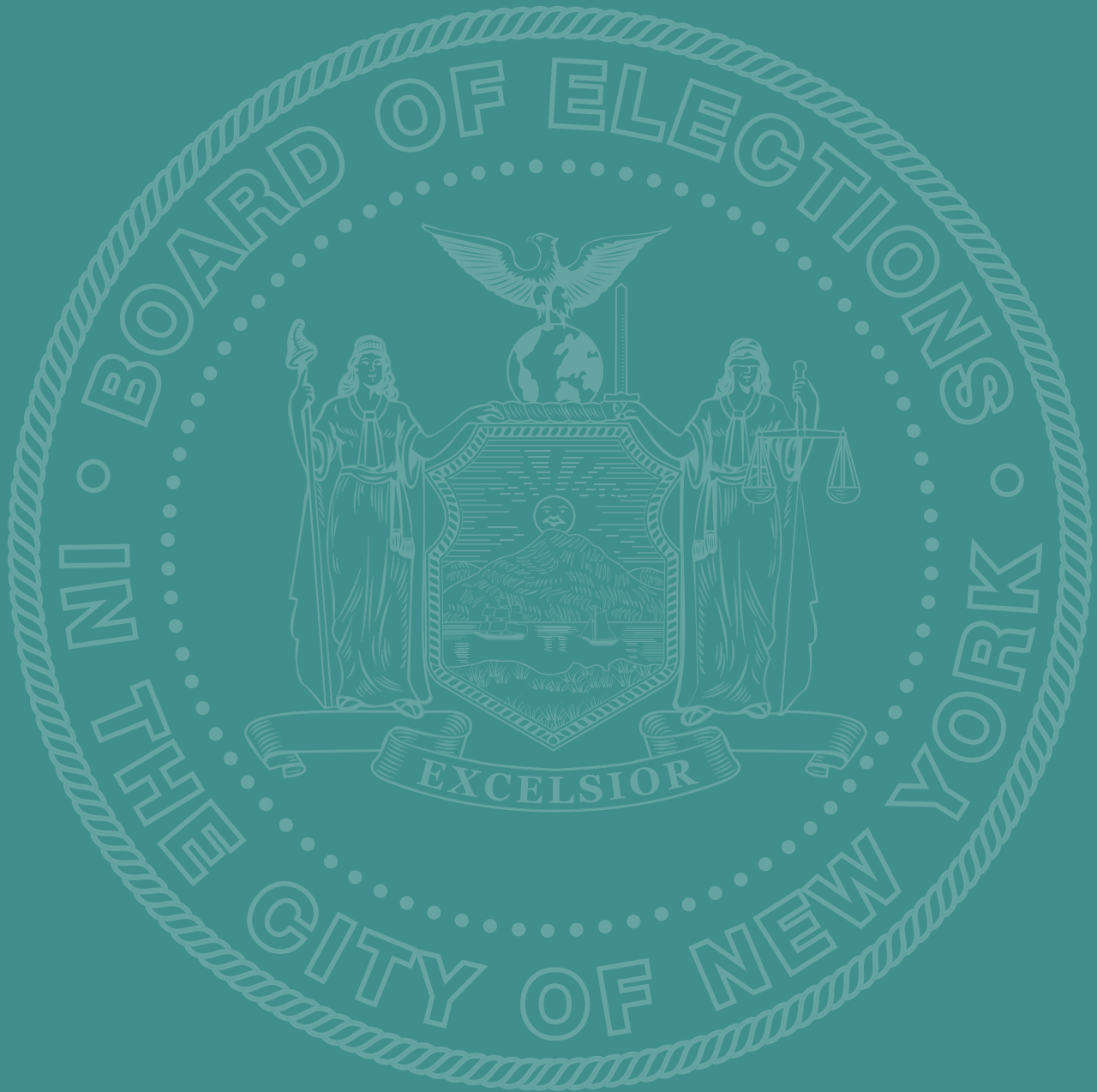
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Overview of the Voting Process

A voter will follow three simple steps to cast his or her vote at the Poll Site.

**STEP 1
GET YOUR BALLOT**

- Voters who do not know their ED/AD number should stop at the Information Table first for directions.

- The voter then goes to his or her ED/AD Table to sign in on the E-Poll Book.

- After signing the E-Poll Book, the Inspector at the ED/AD Table will issue a paper ballot inside a black striped privacy sleeve which has instructions on how to mark the ballot.

- Special situations including affidavit ballot and court order are addressed in the manual.

**STEP 2
MARK YOUR BALLOT**

- After marking their scannable ballot, the voter places it in the privacy sleeve and takes it to a Scanner. The Scanner Inspector will instruct the voter on which Scanner to use.

- Affidavit Ballots are returned in the sealed envelope to the ED Table.

**STEP 3
SCAN
YOUR BALLOT**

- The voter waits in a single line behind the "Wait Here" Scanner sign for the next available Scanner.

- The voter removes the ballot from the privacy sleeve, inserts the ballot into the Scanner to cast his or her vote, and returns the sleeve to the Scanner Inspector.

- Scanner Inspectors are stationed 5 feet away from the Scanner and ready to assist upon request.

- The voter receives an "I Voted" sticker.

ED Table Inspector Job: Serving the Voters

Greet the voter with a smile and welcome.

1. Voter appears at ED Table and announces name and address to Inspector #1. If you are unsure of the name, ask for it to be repeated, spelled out, or written on a piece of paper.

2. Inspector #1 finds the voter in the E-Poll Book. Follow the prompts on your E-Poll Book.

- **IF THE VOTER PROVIDES IT,** you can scan the barcode on the Fast Pass Card or Key Fob to find the voter's record.

- **DO NOT ASK THE VOTER FOR ID UNLESS "ID REQUIRED" IS NEXT TO THEIR NAME IN THEIR VOTER RECORD.**

FAST PASS TAG AND CARD

- All registered voters have received a mailing containing a Fast Pass Tag and Card.

- Fast Pass Tag has bar code on the other side.

- Tilt the screen so that red box is seen in "Scan Barcode" mode.

- Place the Fast Pass Tag or Card on the red rectangle as shown on the right.

- The bar code must be facing up for the E-Poll Book to scan the Fast Pass Tag or Card.

50
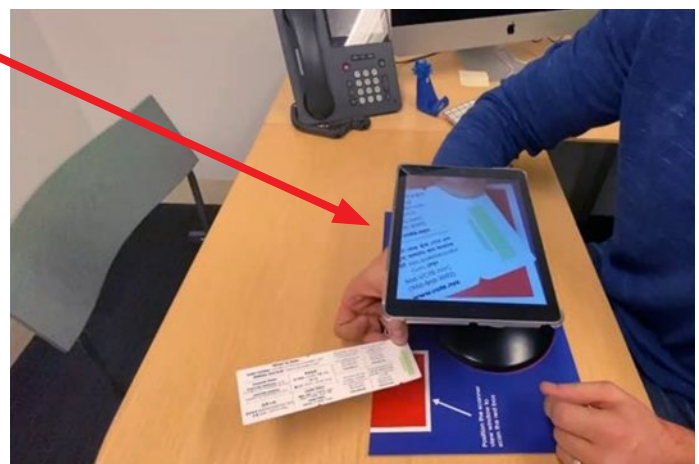
ED Table Inspector Job: Serving the Voters (continued)

3. IF IT IS A PRIMARY ELECTION, Inspector(s) must confirm party enrollment.

4. Inspector #2 removes a ballot from the ballot package. Queens – see Appendix for Tri-Lingual Ballot procedure. Be sure to X the next number on the manual tally sheet on the back of the Return of Canvass.

5. Inspector #2 places the ballot inside the <u>black striped</u> privacy sleeve and reminds the voter that the sleeve contains voting instructions. The voter is directed to the Privacy Booths. **Note: Privacy sleeves MUST be given to every voter.**

6. Give the voter an "I Voted" sticker. If there are children with the voter, offer them a Future Voter sticker.

51
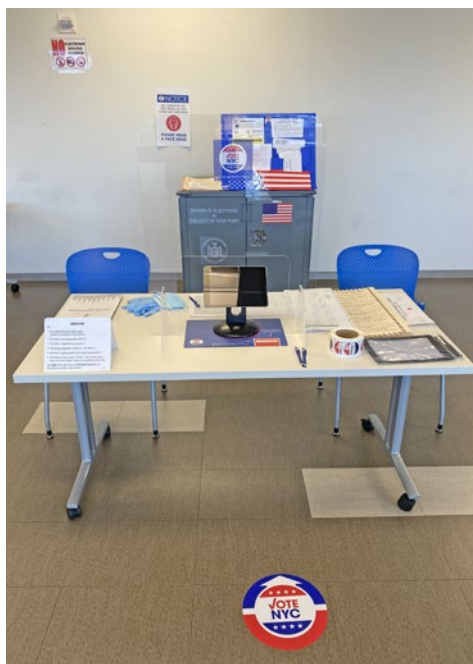
Two-Sheet Ballot

If there is a two-sheet ballot:

- Be certain each voter receives both sheets of the ballot

- The two-sheet ballots will be packed with separators between each set of two sheets

- A recycling envelope will be included to store the separator sheets

Official Election Day Ballots

Board of Elections
City of New York

COUNTY OF NEW YORK

General Election

AD 65 - ED 1
(Style #1 & 988)

Ballot Numbering Sequence 1-500

Ballot Sets 1 - 25
Book 1 of 20

11255

THE FOLLOWING IS A
2 BALLOT SET

Ballot Style 0001
+
Ballot Style 0988

EACH VOTER MUST
RECEIVE BOTH BALLOTS

SET NO. 0001
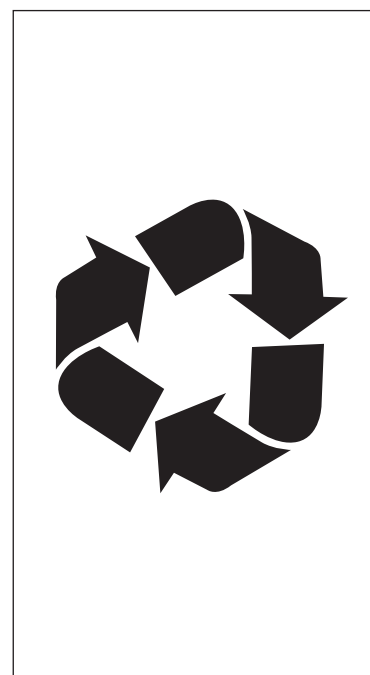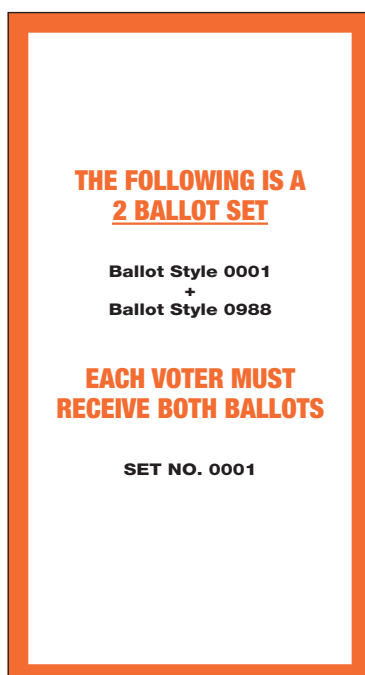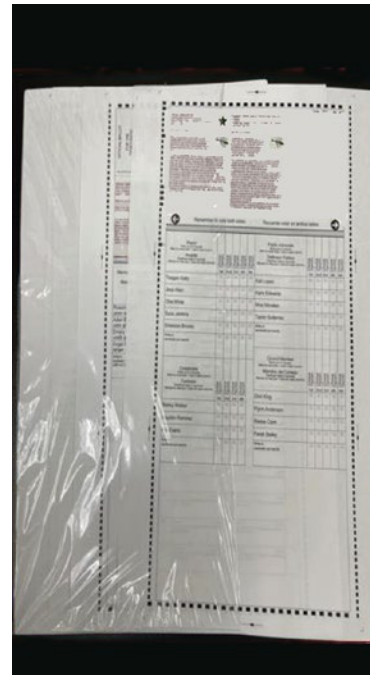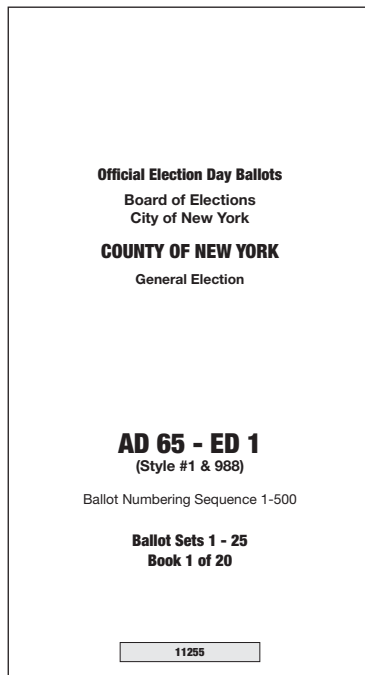
ED Table Inspector Job: Serving the Voters (continued)

If there is a two-sheet ballot:

- Each sheet of the ballot will have its own style number

- You will have 2 tick sheets – one for each style number

- Be certain both tick sheets are on the ED table and that you mark both of them for each ballot

Results of Hand Canvass of Unscanned Ballots | Ballot Style: 0002

Check here if ED has No Unscanned Ballots   X out a number every time you issue a ballot

Results of Hand Canvass of Unscanned Ballots | Ballot Style: 0001

Check here if ED has No Unscanned Ballots   X out a number every time you issue a ballot

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
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

(The numbered grid from 1–50 repeats fifteen times down the page.)

Voiding a two-sheet ballot – both sheets returned

Voter returns with both sheets of the ballot. ED Table Inspector will void both sheets.

ED Table Inspector will issue new copy of two-sheet ballot from package.

ED Table Inspector Job: Serving the Voters (continued)

Voiding a two-sheet ballot – only sheet 1 is returned

1. ED Table Inspector will void the returned sheet 1.

2. ED Table Inspector will issue only sheet 1 from a new two-sheet ballot.

3. ED Table Inspector will void sheet 2 from the new two-sheet ballot.

*Be sure the style number of the replacement sheet matches the sheet that was returned.

ED Table Inspector Job: Serving the Voters (continued)

Voiding a two-sheet ballot – only sheet 2 is returned

1. **ED Table Inspector will void the returned sheet 2.**

2. **ED Table Inspector will issue only sheet 2 from a new two-sheet ballot.**

3. **ED Table Inspector will void sheet 1 from the new two-sheet ballot.**

*Be sure the style number of the replacement sheet matches the sheet that was returned.

ED Table Inspector Job: Serving the Voters (continued)

Special Situations

Use this list to find procedures on the following pages:

Special Situations

Most voters will fall into the "perfect" category. However, it is when things do not go perfectly that you need to find help quickly. Use the chart below to find the problem and the solution. Do not try to commit this to memory – there are too many variables and some of these situations happen very rarely. **Remember to be patient and listen carefully.**

IF	THEN
USING AFFIDAVIT BALLOT	COMPLETE INSTRUCTIONS ON Pages 64–65.
USING A COURT ORDER	COMPLETE INSTRUCTIONS ON Page 66.
1. YOU CANNOT FIND NAME IN E-POLL BOOK	• Confirm the spelling of the name. • Check that the first and last names have not been reversed. • Go to Advanced Search on E-Poll Book. Press Reset button. Go to DOB and ask for the voter's date of birth. Fill in the 2 digit month, 2 digit date and 4 digit year. All voters with that date of birth will appear alphabetically. If the voter is listed, and all information is correct, you can continue with the check-in process. • **Note: Voter's name may have been misspelled in the E-Poll Book. Use the Voter Information Correction Form in the back of the ED Forms Booklet and fill in the correct information.** • If you still cannot locate the voter's name, offer them an Affidavit Ballot if they insist on voting, or offer a Court Order Certificate. • **Note: In a Primary, ask the voter if they are registered in one of the parties conducting a Primary Election. If their party is not holding an election, their name will be on the list as No Contest. If the voter insists on voting, issue an Affidavit Ballot.**
2. E-POLL BOOK SHOWS NO OR WRONG SIGNATURE	• Inform voter that he/she must vote an Affidavit Ballot. • On the E-Poll Book, check the affidavit box. • Complete the Affidavit Log in the grey transport bag. • If the voter refuses to vote the Affidavit Ballot, offer the voter a Court Order Certificate. • **Note: A wrong signature is one that is not the same name. If a signature is for the same name but does not match, that becomes a challenge and they are offered the Challenge Oath.**

3. VOTER QUESTIONS PARTY ENROLLMENT IN A PRIMARY ELECTION	• If it is a Primary Election and the voter says he/she is registered to a different party than what is shown on the E-Poll Book, the voter must vote by Affidavit Ballot. • Click the "Affidavit" Box and fill out Affidavit Log.
4. E-POLL BOOK SAYS "ID REQ"	• The voter must show one of the IDs listed next to their name in the E-Poll Book. Check the box for the ID presented in the E-Poll Book. • Click the box for the form of ID shown by the voter. • If the voter **does not have ID or refuses to show ID**, offer the voter an Affidavit Ballot or Court Order Certificate.
5. VOTER WANTS A NEW AFFIDAVIT BALLOT	• Write "VOID" on the back of the ballot, fold it and put it in the Void Ballot Envelope on the ED Table. • Find the voter's name on the Affidavit Log in the grey transport bag. • Give the voter another ballot. • Check the box under the second ballot column. If the voter comes back a third time, check the box under the third ballot column. • Voter is entitled to up to 3 ballots. After that, they must request a court order.
6. VOTER IS AT WRONG POLL SITE BUT INSISTS ON VOTING	• Issue the voter an Affidavit Ballot. • **Note: If voter is listed as wrong location in the E-Poll Book, press "Display Map" and check their ED/AD in the record to determine if they are at the wrong ED/AD table in the poll site.**
7. VOTER SIGNS IN WRONG PLACE / VOTER LISTED IN E-POLL BOOK AS ALREADY VOTED	• Issue the voter an Affidavit Ballot.

Serving The Voters

8. VOTER IS INACTIVE IN THE E-POLL BOOK	• Immediately hand the voter a copy of the "Notice to Voters" found in the Blue Table Display. • If the voter address is the same as it is in the E-Poll Book, issue the voter an Affidavit Ballot. • If the voter address is different, direct them to the Information Table to find out if they are in the correct poll site. If they are in the correct poll site, issue an Affidavit Ballot. • If the voter is not in the correct poll site, the Information Clerk will provide a referral slip to the correct poll site. If the voter comes back and insists on voting, issue an Affidavit Ballot. • If the voter refuses an Affidavit Ballot, offer them a Court Order Request.
9. VOTER HAS NO CONTEST IN THIS ELECTION (PRIMARY)	• Inform the voter they have no contest in this election. • If the voter insists on voting, issue an Affidavit Ballot. • If the voter refuses an Affidavit Ballot, offer them a Court Order Request.
10. VOTER CANNOT SIGN BUT MAKES A MARK	• Issue a Challenge Oath and the voter can make a mark on the oath. • Issue the voter a scannable ballot. • If it is a permanent disability, give the voter a new voter registration form.
11. VOTER IS CHALLENGED	A voter may be challenged by anyone allowed in the Poll Site. • Explain to the voter that they may only vote if they sign the "Challenge Oath." • The Challenge Oath is in the E-Poll Book. Press button on screen for Challenge. • When Challenge Oath appears on screen, have voter sign on the signature line. If the voter does not sign the oath, they may not vote but they can seek a Court Order.
12. VOTER'S AGE IS IN QUESTION	• The E-Poll Book contains the voter's age. If there is a clear and dramatic difference you should challenge the voter.

ED Table Inspector Job: Serving the Voters (continued)

13. VOTER MOVED WITHIN THE SAME ED **OR**	• If the voter has moved within the same ED, use the Voter Information Correction Form in the back of the ED Forms Booklet and fill in the correct information. Issue a scannable Election Day ballot.

VOTER INFORMATION CORRECTION FORM
FOR ERRORS IN VOTER REGISTRATION RECORDS

Voting Date _____
HASNO#: _____
Address: _____

REGISTRATION #   VOTER NAME / (Date of Birth)   CORRECTION TO BE MADE (Name/Address)
1. _____   _____   _____
2. _____   _____   _____
3. _____   _____   _____
4. _____   _____   _____
5. _____   _____   _____

VOTER CHANGED NAME	• If the voter has had a name change, have the voter sign the name that is in the E-Poll Book on the signature line, then sign their new name above that signature. Use the Voter Information Correction Form in the back of the ED Forms Booklet by entering the voter name as it appears in the E-Poll Book in the second column and the new name in the column next to it. • Voters can now vote a scannable Election Day ballot.
14. VOTER NEEDS ASSISTANCE OF INTERPRETER	Ask Interpreter for assistance if one is at the site. Tips to follow: • Talk to the voter not the Interpreter. • Speak clearly. Use short sentences. Speak slowly, not loudly. • Pause after each thought is complete. • Watch that Interpreter is keeping up with you and don't interrupt the Interpreter unless necessary. • Avoid excessive body gestures or body language. • If no Interpreter is available, the voter can mark their ballot on the BMD (screen shows required languages) or a bipartisan team of Inspectors speaking the required language can assist. • Offer a piece of paper and pen for alternate method of communication.

15. VOTER NEEDS ASSISTANCE – OTHER	If a voter requests assistance in marking his/her ballot, it can be provided by:
	• Bipartisan team of Poll Site Inspectors
	• Poll Site Interpreter
	• Any person the voter requests, EXCEPT their employer, union representative, poll watcher or candidate
	• Click the Assist Oath box on the E-Poll Book. Have the voter and the assistant complete the Assistance Oath (found in the ED Supply Bag). Place the completed Oath in the Completed Challenge and Assist Oath Envelope.
	Note: If the voter is assisted by anyone other than a Poll Worker, the Assisted Oath must be sworn to and signed by the person assisting the voter.
16. VOTER WANTS A NEW SCANNABLE BALLOT	A voter is allowed up to three ballots. Void the first ballot before giving the voter a new one. After three attempts the voter must get a Court Order in order to get another ballot. **Note: If the Poll Worker damages a ballot, mark it "VOID – P" and put it in the Void Ballot Envelope.** This does not count as one of the three ballots the voter is allowed.
	• Fold ballot and write "Void" on the back. Mark "V" if reason is voter and "P" if reason is Poll Worker.
	• Look up the voter's name in the E-Poll Book.
	– Click box to void ballot
	– Enter password to void the ballot
	• Give the voter a new ballot.
	• Place the Void Ballot in the Void Ballot Envelope.

|	
17. EMERGENCY BALLOTS	There is a box on the E-Poll Book for checking "Emergency Ballot." This is when ALL Scanners are not working. The Coordinator will tell you when to use these procedures. • Voter signs the E-Poll Book. • Check the Emergency Ballot box in the E-Poll Book. • Give the voter a scannable ballot.
18. SMALLER PARTY PRIMARY	• In an election where only a handful of voters may vote at your ED Table and the privacy of the voter may be compromised, you will receive special instructions. • Such voters do not put their marked ballot into the Scanner and instead return it to the ED Table in a sealed envelope.
19. ABSENTEE BALLOTS DELIVERED TO THE POLL SITE	• Absentee Ballots may be accepted at the ED tables. • Absentee Ballot Boxes will be available at all poll sites. Voters may drop the ballots into the box located at the Information Table.

The Absentee Ballot Box will be located at the Information Table. If a voter chooses to hand in an absentee ballot at the ED Table, accept it and place it in the Poll Worker Special Ballot/Absentee Ballot Return Envelope.

Using an Affidavit Ballot

Under the Help America Vote Act (HAVA) a voter must be offered an Affidavit Ballot even if the Inspector believes the voter is ineligible to vote in the election or is in the wrong Poll Site. Before issuing an Affidavit Ballot, inform voters that they have the right to request a Court Order to allow them to vote on an Election Day ballot.

Note: Affidavit Ballots are returned inside an Affidavit Ballot Oath Envelope and researched prior to determining eligibility to be counted. The ballots are in separate shrink wrapped packages and have Affidavit printed on the back of them. They cannot be fed into the Scanners. If an Affidavit voter requests to use the BMD, no extra steps are required as the BMD will accept the Affidavit Ballots.

1. If the voter is listed in the E-Poll Book, **the voter does not sign the E-Poll Book**. The Inspector checks the Affidavit Box. Refer to Special Situations on pages 57–63.

2. Place the following items in the red striped Affidavit Privacy Sleeve and direct the voter to a Privacy Booth or BMD.

Notice to Voters · **Voter Rights** · **Affidavit Ballot** · **Affidavit Privacy Sleeve** · **Affidavit Envelope**
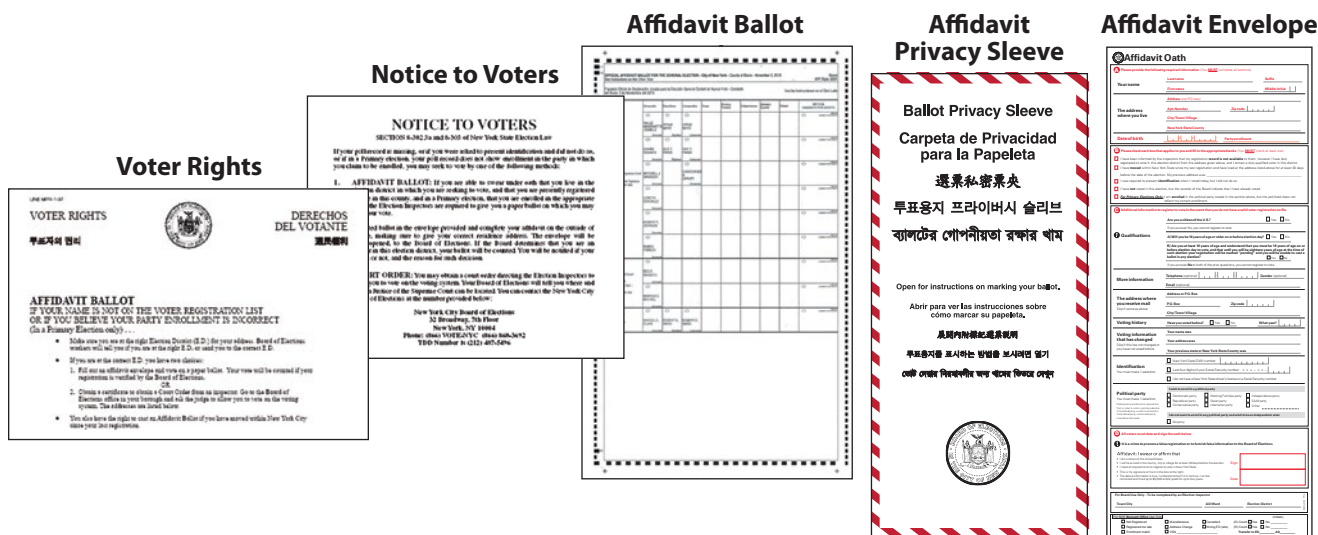
3. The voter marks the ballot, completes the information on the envelope, places the ballot in the envelope and seals it, and returns the envelope and empty privacy sleeve to the Inspector.

4. It is your responsibility to complete the Inspector portion of the Affidavit Envelope at the bottom of Section D. Use the laminated card as a guide.

5. All Affidavit voters are to be recorded in the Affidavit Ballot and Court Order Log in the grey transport bag.

6. Place the sealed Affidavit Ballot Envelope in the Large "A" Envelope in your Supply Cart.

7. If the voter uses an Affidavit Ballot and they are not currently registered to vote, the Affidavit Envelope will serve as a Voter Registration form. They do not need to fill out a separate Voter Registration form.

Example of Affidavit Ballot Envelope filled out correctly.

All **yellow** highlighted areas must be filled in by the voter.

All **blue** highlighted areas must be filled in by the Inspector.

Section highlighted in **gray** is optional unless voter is registering to vote or changing voter registration information.

VOTE NYC

Board of Elections in the City of New York

Affidavit Oath

A Please provide the following required information (You **MUST** complete all sections)

| Your name | Last name **DOE** | Suffix |
| | First name **JOHN** | Middle Initial **A** |

The address where you live	Address (not P.O. box) **123 ANY STREET**	
	Apt. Number **1A**	Zip code **00000**
	City/Town/Village **CITY WHERE VOTER LIVES**	
	New York State County **BOROUGH WHERE VOTER LIVES**	

Date of birth **00/00/2025**   Party enrollment **POLITICAL PARTY**

B Please check each box that applies to you and fill in the appropriate blanks (You **MUST** check at least one)

ONE MUST BE CHECKED

☐ 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.

☐ I have **moved** within New York State since my last registration and have lived at the address listed above for at least 30 days before the date of the election. My previous address was: _____

☐ I was required to present **identification** when I voted today, but I did not do so.

☐ I have **not** voted in this election, but the records of the Board indicate that I have already voted.

☐ *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

ONE MUST BE CHECKED

! **Qualifications**

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

If you answer *No*, you cannot register to vote.

A) Will you be 18 years of age or older on or before election day?   ☒ Yes ☐ No

B) Are you at least 16 years of age and understand that you must be 18 years of age on or before election day to vote, and that until you will be eighteen years of age at the time of such election your registration will be marked "pending" and you will be unable to cast a ballot in any election?   ☒ Yes ☐ No

If you answer *No* to both of the prior questions, you cannot register to vote.

More information

Telephone (optional) **555-555-5555**   Gender (optional)

Email (optional) **name@email.com**

The address where you receive mail
Skip if same as above

Address or P.O. Box **456 ANY STREET   1A**

P.O. Box **456**   Zip code **00000**

City/Town/Village **CITY WHERE VOTER LIVES**

Voting history   Have you voted before? ☐ Yes ☐ No   What year? _____

Voting information that has changed
Skip if this has not changed or you have not voted before

Your name was **PREVIOUS NAME**

Your address was **PREVIOUS ADDRESS**

Your previous state or New York State County was

Identification
You must make 1 selection

COMPLETE ONE

☐ New York State DMV number _____

☐ Last four digits of your Social Security number x x x – x x – _____

☐ I do not have a New York State driver's license or a Social Security number.

Political party
You must make 1 selection

Political party enrollment is optional but that, in order to vote in a primary election of a political party, a voter must enroll in that political party, unless state party rules allow otherwise.

COMPLETE ONE

I wish to enroll in a political party

☐ Democratic party   ☐ Working Families party   ☐ Other
☐ Republican party   ☐ Conservative party   _____

I do not want to enroll in any political party and wish to be an independent voter

☐ No party

D All voters must date and sign the oath below

! 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
- 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.
- This is my signature or mark in the box to the right.
- 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 *John Doe*

Date **01/01/0000**

01/2021

INSPECTOR MUST COMPLETE

Rev. 01/2021

For Board Use Only - To be completed by an Election Inspector

Town/City **BOROUGH**   AD/Ward **AD#**   Election District **ED#**

(Initials)

(D) Count ☐ Yes ☐ No
(R) Count ☐ Yes ☐ No
Transfer to ED _____
AD _____

☐ Cancelled
☐ Wrong ED (site)

For BOE **Borough Office** Use Only
☐ Miscellaneous
☐ Address Change
☐ VSN
☐ Not Registered
☐ Registered too late
☐ Enrollment match

Serving The Voters

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Voting with a Court Order

If a voter chooses not to use an Affidavit Ballot, they have the option of getting a Court Order to vote a scannable ballot.

Issuing a Court Order Certificate:

- Offer the voter a Certificate to Request a Court Order.

- Inspector must fill out the Certificate for the voter and direct the voter to the Borough Office or additional location where a judge may be available. **Note: Court Order is filled out in duplicate. Carbon copy remains in Court Order Book and original is given to the voter.**

- Both Inspectors must sign – one from each party.

- If the voter refuses both an Affidavit Ballot and a Court Order, there is no other option available for the person to vote.

Receiving a Court Order:

- If the voter returns with a Court Order and **is in the E-Poll Book**, complete as usual but check "Court Order" and note the reason in Remarks column in the Court Order Log located in the Grey Transport Bag.

- If the voter returns with a Court Order and **is not in the E-Poll Book**, complete the Court Order Log which is found in the grey transport bag, then place the Court Order in the grey transport bag.

- Issue a regular scannable ballot and enter into the Court Order Log found in the grey transport bag.

- Ensure that voter writes their name and Voter Serial Number (VSN – if any) on the top page of the Court Order.

Affidavit Ballot and Court Order Logs

(see images on continuing pages)

Affidavit Ballot and Court Order Logs

CHALLENGE REPORT

SECTION (VI-A) PEOPLE VOTING BY AFFIDAVIT BALLOT
SEE ELECTION LAW SECTIONS 8-302 (3) (F), 8-508 (2) (h)

REGISTRANT	ADDRESS	BIRTHDATE	CHECK APPROPRIATE COLUMN		ISSUED BALLOTS			REMARKS
			Affidavit Ballot	Challenge Oaths	#1	#2	#3	
Affie Davitz	988 Coney Island Ave		✓					Name not in book
Miranda Woods	737 East 8 Street 2F		✓					Name not in book Moved within NYC
Ming Fong	689 Foster Ave. 3FL	03-11-57	✓					Signature missing
ALTAGRACIA GARCIA	298 Newkirk Avenue	11-01-97	✓					Claims wrong party
Eric Henry	687 Avenue H BSMT	06-15-68	✓					No ID
Harry HAVA	760 East 8 Street		✓					Wrong site/Voter insisted
Zakir Kahn	707 East 8 Street	10-23-77		✓				Signature didn't match Signed challenge oath
Rachel Lebowitz	1036 Coney Island Ave Apt 6B	05-02-85		✓				Dramatic age difference Signed challenge oath

Affidavit Ballot and Court Order Logs (continued)

CHALLENGE REPORT

SECTION (VI-B) PEOPLE VOTING BY COURT ORDER

SEE ELECTION LAW SECTIONS 8-302 (3) (F), 8-508 (2) (h)

REGISTRANT	ADDRESS	BIRTHDATE	CHECK APPROPRIATE COLUMN		ISSUED BALLOTS			REMARKS
			Court Order	Challenge Oaths	#1	#2	#3	
Tom Smith	701 Ocean Parkway	12-07-65	✓					Name not in book
Mary Jones	191 Parkville Avenue	07-20-79	✓					Name not in book

BMD/Privacy Booth Inspector Job: Serving the Voters

BMD/Privacy Booth Inspectors play a critical role by allowing voters with disabilities to vote unassisted. However, **ANY** voter may choose to use the BMD. The BMD is a device that serves many needs and it is your job to be familiar with the features and be able to assist voters to use this machine. The following pages show ways to use the BMD.

- **Note: anyone can use the ADA Privacy Booth and Poll Workers should not be attempting to diagnose disabilities. If someone has an obvious disability and there is a line at the ADA booth, they should be moved to the front of the line.**

You can help those not using the BMD by directing them to an empty Privacy Booth and ensuring that each booth is properly supplied. A voter is <u>not</u> required to use the Privacy Booth as long as they do not disrupt other voters.

IF THE SITE IS BUSY AND VOTERS ARE WAITING IN LINE FOR A BOOTH – a bipartisan team of Inspectors may approach a voter after five minutes to offer assistance. If a voter has problems reading the ballot, remind them that they can use the magnifying sheet as well as the BMD to enlarge the font.

1. You should stand in a position that allows you to direct voters from all ED Tables to an empty Privacy Booth.

2. <u>If the voter wishes to use the BMD</u>, connect any accessories as needed. If the voter chooses to black out the screen, have them press the blue diamond button to provide privacy. Do your best to provide assistance without viewing how the voter is voting. **Note: A voter may use his/her own device (accessory) and you should point out the plug in port.**

3. <u>If voters request assistance</u> while using the BMD or a Privacy Booth, that assistance is to be provided by a bipartisan team – one Democrat and one Republican. Or, the voter may choose anyone (including interpreters), except their union representative, employer, Poll Watchers or candidates.

4. <u>If the voter has an obvious physical disability and is not using the BMD</u>, offer to direct the voter to the Accessible Privacy Booth.

- <u>Do not force the voter to move into different place to cast their ballot.</u>

5. When the voter has finished marking his/her ballot, look at the privacy sleeve.

- <u>If the privacy sleeve has a black stripe, direct the voter to the Scanner.</u>

- <u>Regular ballots => Scanner area</u>

- <u>If the privacy sleeve has a red stripe, direct the voter to the ED Table</u>

Note: A red striped privacy sleeve is for Affidavit Ballots which do not get scanned.
An Affidavit Ballot voter also receives an Affidavit Ballot Envelope inside the red striped privacy sleeve, and they must return the ballot, envelope and privacy sleeve to the ED/AD Table that issued the Affidavit Ballot.

BMD/Privacy Booth Inspector Job: Serving the Voters

(continued)

However, if a scannable (Election Day) ballot is mistakenly given out in a red striped privacy sleeve, that voter is to be directed to the Scanner.

6. If a voter has a problem and needs another ballot, direct the voter back to the ED Table. Voters are allowed up to 3 ballots and after that they must get a Court Order to receive another one. **If a ballot is spoiled by a Poll Worker, it does not count towards the three ballots.**

7. The voter will go to any available Privacy Booth, ADA Privacy Booth, or a Ballot Marking Device (BMD) to mark their ballot.

8. During the day, inspect all Privacy Booths, remove any electioneering material and throw away.

- Remove any signs of electioneering – put in trash.

- If any ballots, Affidavit Envelopes, or privacy sleeves are in the booth, take them to the ED Table. Ballots will be voided. You will find the ED number on the lower back side of the ballot under the style number.

- Be sure lights are working – if not tell the Coordinator.

- Be sure that pens and magnifying sheets are in each Privacy Booth and replace if needed. ED Tables or Coordinator should have extra pens.

Reasons to Use the BMD:	**How the BMD Helps:**
Voter wants to see a ballot with larger type	The ballot shows on the screen in larger font.
Voter is unable to mark ballot with a pen	Choices can be made using either the touchscreen or keypad.
Voter wants to see the ballot in a different language or an Interpreter is unavailable	The ballot appears in any language mandated for the Poll Site.
Voter has visual disabilities	Headphones allow voter to listen to the ballot and mark it using a keypad.
Voter has mobility disabilities	Accessories such as Sip & Puff and Rocker Paddle assist in marking the ballot.
Voter needs language assistance	Interpreter may accompany voter to BMD.

BMD/Privacy Booth Inspector Job: Serving the Voters

(continued)

Ways to use the BMD and Accessories:

Touchscreen
Make selections and move through the ballot by touching the screen or using the stylus.

Keypad
Make selections by using the key pad:

- Up/down to move through the current screen

- Back/forward to move from one contest screen to the next

- Select what is "highlighted" Make adjustments:

- Turn screen on/off (diamond) for added privacy

- Repeat the audio

- Adjust the speed of audio

- Adjust the volume of audio

Front Plug In for All Devices
Used to plug in all devices.

Note: The Sip & Puff and Rocker Paddle use the same port so they cannot be plugged in at the same time.

Headset
When plugged into the front of the BMD, a synthesized voice reads the ballot instructions and ballot to you. You can adjust the volume on the keypad.

You can then make choices using the touchscreen, keypad, or Sip & Puff and Rocker Paddle.

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BMD/Privacy Booth Inspector Job: Serving the Voters

(continued)

Ways to use the BMD and Accessories:

Sip & Puff

Puff when:

- Selecting and marking a screen

- Choosing the highlighted selection on the screen

- Wanting to advance to the next contest

- "NEXT" button appears and you want to move to the next contest

Sip when:

- Wanting to advance a screen

- Wanting to skip to next screen

- Wanting to scroll to "NEXT" button

The instruction must be attached in each BMD.

Rocker Paddles

Using only yes/no you can move through all screens and make choices. You must press Yes to activate any screen.

- Press Yes to choose a highlighted selection and NO to move to the next selection.

- Press NO to skip a contest without casting a vote.

- After voting on a contest, you can use NO to scroll to "NEXT".

- Pressing Yes on "NEXT" will move to the next contest (screen).

- The Rocker Paddle may be used by hands or feet and with or without the audio headphones.

Stylus

- Voters may choose to use the stylus to mark their ballot on the touch screen.

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BMD/Privacy Booth Inspector Job: Serving the Voters

(continued)

Troubleshooting / Special Situations

|	
No key to open the BMD cart or device	**Ask the Coordinator to contact the Borough Office and wait for a technician.**
No green light when powered on	• Check the power cord and extension cord connections. • Check the outlet to see if it has power by plugging in something else. • If outlet is not working, try moving the cord to the closest working outlet, being careful to keep a 3 foot clear path of travel and 5 by 5 foot clearance in front of the BMD's opened doors for the voter.
Preserving the voter's privacy while troubleshooting	• Ask the voter to press the top right diamond button on the keypad to turn off the screen while a Poll Worker is troubleshooting. • You can also use this button to turn off the screen when approaching the BMD from behind.
Paper jam **Expired voter session with ballot still in the machine** **Voter abandons ballot**	• Bipartisan team of inspectors will insert gold key and turn to "test." • Press "Eject Ballot." The ballot will be returned, unmarked. • Turn key back to "on" position. • Determine if ballot has been damaged – try inspecting ballot from the back so as not to see how the voter voted. • If ballot is okay, allow the voter to reinsert and continue voting. • If damaged, voter must return the damaged ballot to the ED Table, where it is voided and a new ballot issued. • If the voter has left the site, take the ballot to the ED Table.
BMD not accepting a ballot	• Have voter try inserting the ballot in a different direction. • Have voter try re-feeding the ballot, being careful to insert it as straight as possible. • Check the ballot to be sure there is no damage. If damaged, the voter must return the damaged ballot to the ED Table, where it is voided and a new ballot issued.

BMD/Privacy Booth Inspector Job: Serving the Voters

(continued)

BMD breaks down	If this happens and you are not able to fix the problem, tell the Coordinator. The voter has three options if this happens: • Wait until BMD is repaired. • Return to Poll Site later after repair is completed. • Vote with assistance from a bipartisan team of Inspectors.
For further assistance	Call the emergency breakdown number on the side of the BMD.

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Scanner Inspector Job: Serving the Voters

Voters approach the Scanners and wait in line at the "Wait Here for Scanner" sign. When a Scanner is available, direct the voter to the next available Scanner. When finished scanning the ballot, the voter returns the privacy sleeve to the Scanner Inspector. Provide assistance if requested and help resolve Scanner problems.

1. **STAND 5 FEET FROM THE SCANNER** to make sure voters have privacy when scanning their ballots.

2. Do not look at the voter's ballot. The ballot should be in a **black** striped privacy sleeve.

3. If a voter approaches with a **red** striped privacy sleeve, it may be an Affidavit Ballot and they are not to be scanned. Ask if the voter has an Affidavit Ballot Envelope and if so, direct them back to the ED Table. If not, allow voter to scan the ballot. **Note: Affidavit Ballots will be rejected by the Scanner.**

4. Remind the voter to remove the ballot from the sleeve and that the ballot can go into the Scanner in any direction.

5. Avoid looking at or touching the voter's ballot. Offer verbal assistance. If the voter has a problem, look directly at the screen, not the ballot. Assistance is to be provided by a bipartisan team.

6. When the voter is finished scanning his/her ballot, they should return the privacy sleeve to you.

7. When you have a few privacy sleeves, return them to the ED Tables.
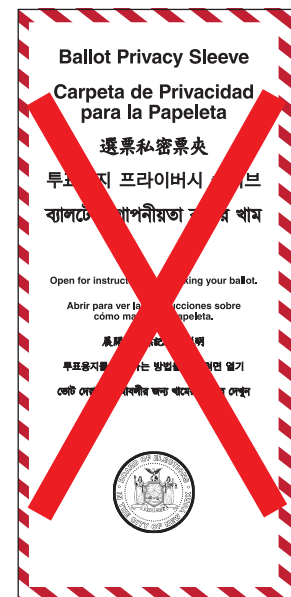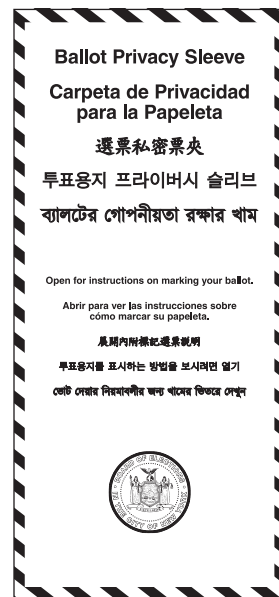
IMPORTANT: Be sure to rotate the use of the scanners. The first voter goes to Scanner A, the next one to Scanner B, the next one to Scanner C, etc., until all scanners are used, then start over with Scanner A.

If there is a two-sheet ballot, tell the Coordinator when the public counter reaches 500

Scanner Inspector Job: Serving the Voters (continued)

Scanner Troubleshooting and Special Situations:

Key(s) missing	Borrow key from another Scanner and tell the Coordinator.
Power problems	Check all power cords, including extension cords and connections. Check the outlet on the wall and if needed move to another outlet. Do not use the BMD extension cords for the Scanners. If there is still a problem, report it to the Coordinator.
Scanner turns black	Scanner screen may turn black if scanner is not used for an extended period of time. Touch the screen. If it does not come back on, follow the instructions for power problems.
Scanner jams	Report it to the Coordinator. Direct voters to another Scanner until a technician arrives to fix the Scanner.
Scanner breaks down **(Coordinator has complete procedures for broken Scanner replacement)**	Direct voters to the next available working Scanner, and tell the Coordinator to report the problem. Wait for the technician to come and fix the problem.
Tape shows pink color	Tape is running out. See instructions on page 77.
Reports are printing but no text is visible or tape not moving	The paper roll is not put in correctly. See instructions at end of page 77.

Scanner Inspector Job: Serving the Voters (continued)

Troubleshooting – changing the paper roll

1. Break the yellow seal and open PMD Compartment Door (Location #1) with barrel key from Scanner Police Envelope.

2. Click the blue latch to lift up the paper compartment door.

3. Remove the paper roll from the compartment (pink shows when paper is running low).
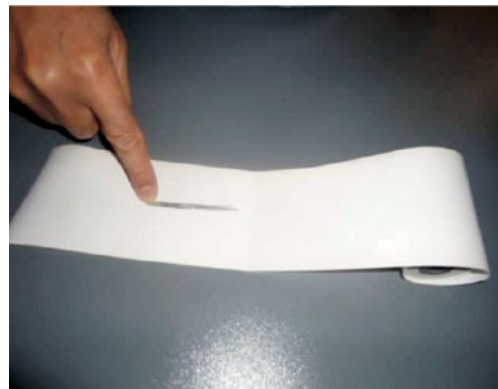
4. Get new paper roll from the side of the Scanner and scratch the paper to see which side makes a mark.

5. Put the new paper roll (side with scratch mark) down.

6. Close the paper compartment door and turn the key to lock. Do not place a new seal on door.

Scanner Inspector Job: Serving the Voters (continued)

Over vote screen appears	An over vote happens when a voter marks the ballot for more candidates in a race than the number of vacancies to be filled <u>or the candidate is running in more than one party.</u> The voter has the choice to either: Cast the ballot they have – tell them that the over voted contest will not be counted, OR Remove the ballot, take it back to the ED Table and get a new ballot.
Blank Ballot screen appears	This screen appears when a voter's marks on a ballot cannot be read by the Scanner or the voter does not make a mark. The voter has the choice to either cast the ballot they have or remove it and remark the blank ballot.
Voter wants to change his/her choice on the ballot BEFORE it is scanned	Voter must return ballot to the ED Table and get a new one.
Ballot is not scanning	Check to be sure it is not folded or a piece of the ballot torn off. If folded or bent ask voter to straighten it out. If torn, voter should return to the ED Table to get a new ballot.
Voter's ballot cannot be scanned and voter refuses to get a new ballot **OR** **Voter abandons a ballot at the Scanner**	A bipartisan team of Inspectors should attempt to scan the ballot. If it cannot be scanned, put it in the Emergency slot until the end of the day. Tell the Coordinator.
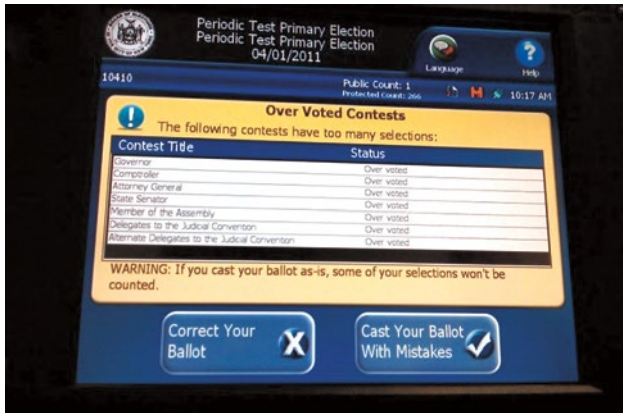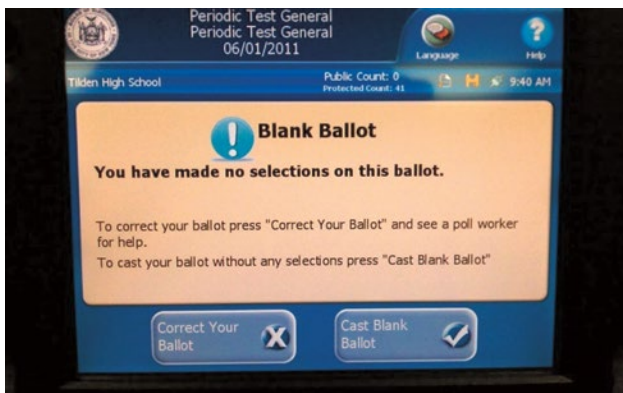
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Scanner Inspector Job: Serving the Voters (continued)

All Scanners break down	Notify the Coordinator immediately, who will call the Borough Office.
	WAIT for the Coordinator to tell you to begin Emergency Procedures. THEN:
	a. Break the yellow seal on the Emergency Ballot Box at Scanner A, Location #3, and open door.
	b. Put the metal flap down and close the Emergency Ballot Box door.
	c. Reseal the door with a yellow plastic numbered seal from the Police Envelope.
	d. Direct all voters to place their ballots in the Emergency Ballot Box of Scanner A. If Scanner A becomes full, prepare and use Scanner B following the same procedures.
	e. At the close of polls, if Scanners have been fixed, ALL Emergency Ballots must be scanned into Scanner A. If they have not been fixed, the Coordinator will collect and distribute the Emergency Ballots to the ED Tables for tally.
Who to call for help	Coordinator – The number to call for breakdowns is on the side of each Scanner.

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CLOSING THE POLL SITE

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Overview of Closing the Poll Site

Polls close at 9:00 p.m. However, any voter in line by 9:00 p.m. is still entitled to vote. If you have a line at your door, the Police Officer will make sure no one else joins the line after 9:00 p.m.

1. The first item of importance is for the scanners to start printing election results and for the Portable Memory Device (PMD) to be removed, uploaded by the Coordinator and given to the Police Officer or AD Monitor Team for Round #1 pick up.

Police Round #1 Pick Up:

Large Yellow Scanner Voting Record Bag

First 2 pages of Election Night PMD Return Form (ENR Form)
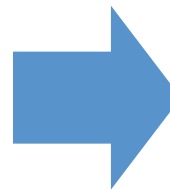
2. All Poll Workers have assigned duties for closing the polls. When you have completed your duties, ask the Coordinator if you may be of assistance elsewhere.

3. The Coordinator will make sure that all final items are prepared and packed for the Police Officer Round #2 pick up. All other supplies are returned to the ED/AD Supply Carts. BMD supplies are returned to BMD Cart.

Police Round #2 Pick Up:

Blue Ballot Bin Liner

Blue Police Poll Site Return Bag

4. After everyone has finished their closing procedures and signed the Time Sheets, the Coordinator will dismiss Poll Workers. YOU ARE NOT TO LEAVE until the Coordinator dismisses you.

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BMD/Privacy Booth Inspector Job: Closing the Poll Site

Polls close at 9:00 p.m. However, any voter in line by 9:00 p.m. is still entitled to vote.
Do not begin any closing activities until the polls close and the last voter has voted.

1. Close down Privacy Booths. **Turn off lights.** Unlock the wheels and stack the booths in an area designated by the Coordinator.

2. Close down the BMD following the steps below or use the laminated card.

3. Retrieve the BMD Police Envelope from the back of the BMD Cart and remove the keys.

4. Use the gold key to turn the BMD to the off position.

5. Close the touchscreen, ballot tray, and cart top (reverse of what you did in morning).

6. Use the silver key to open the back of the BMD Cart. Replace all accessories in the Ziploc bag. Place this bag and miscellaneous supplies in the same BMD Supply Package in which they were received and put back inside the cart.

7. Unplug the orange extension cord from the side of the Cradlepoint and unplug it from the yellow power wheel. Place it in the back of the BMD.

8. Unplug the power cord from the extension cord. Put the extension cord inside the cart and pull the machine power cord back inside the two holes. Fold the black mat and place inside the cart.

9. Lock the back and front doors using the silver key from the BMD Key Envelope. Put the keys back in the BMD Police Envelope.

10. Remove two red seals from the BMD Police Envelope and use them to seal the cart at the front and back. No need to mark seals report.

11. Put the laminated instruction card back on the BMD and cover the BMD with the clear plastic cover that was stored in the bottom of the BMD cart.

12. Make sure the BMD Police Envelope contains the keys and Seals Report and return it to the Coordinator.

13. Go to the ED Table where you signed in and sign the Time Sheet. Put your Notice to Work inside the Notice to Work Envelope if you have not already done so.

14. Assist with other closing tasks as requested by the Coordinator.

15. DO NOT LEAVE THE POLL SITE UNTIL DISMISSED BY THE COORDINATOR.

Scanner Inspector Job: Closing the Poll Site

Polls close at 9:00 p.m. However, any voter in line by 9:00 p.m. is still entitled to vote.
Before closing the Scanners, be sure that ALL voters have finished voting and scanned their ballot. Remove closing card from side of Scanner and follow instructions.

1. Remove the privacy panels and set aside.

2. Break the yellow seal on the Emergency Ballot Box (location #3) and put it in the Scanner Police Envelope. Remove any ballots. **Note: If there are <u>any ballots</u>, contact the Coordinator.**

   - **If no ballots,** find the red plastic numbered seal in the envelope that matches the one listed on the Seals Report for this location. Initial the report and re-seal the Emergency Ballot Box with the red seal.

   - **If there are ballots** – **STOP.** Sort the ballots by ED and use the Scanner Emergency Ballot Reconciliation Sheet in the Scanner Booklet to record the number of ballots by ED/AD. Scan the ballots at Scanner A. If an error message appears, write the Scanner letter on the ballot. Give these ballots to the ED Table for a manual tally (using the Unscannable Emergency Ballots page in the Forms Booklet). **Note: If no scanners have been fixed, all ballots will be hand tallied.**

   - **If all Scanners have broken down** and emergency ballot procedures used, the ballots are considered emergency ballots. Sort the ballots by ED and use the Scanner Emergency Ballot Reconciliation Sheet in the Scanner Booklet to record the number of ballots by ED/AD. Scan the ballots at Scanner A. If an error message appears, write Scanner letter on ballot. Give these ballots to the ED Table for a manual tally. **Note: If no Scanners have been fixed, all ballots will be hand tallied.**

3. Remove black barrel key from the Scanner Police Envelope in back of Scanner. Remove the yellow paper seal from the PMD compartment door (location #1) and unlock the door.

4. Press CLOSE POLL button. Afterwards the "CLOSING POLL" screen appears. **Caution: DO NOT press the POWER button and DO NOT remove the PMD.**
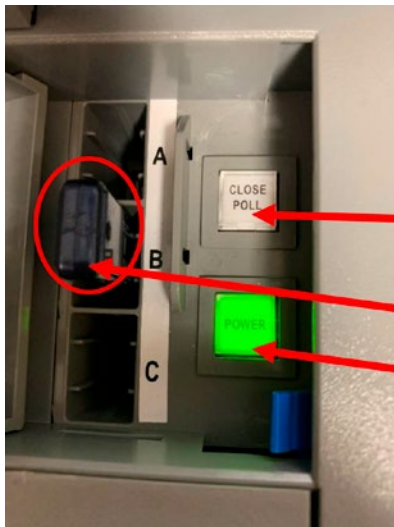
CLOSE POLL Button

PMD (Portable Memory Device)

POWER Button

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5. Enter the PUBLIC COUNT and PROTECTED COUNT displayed at the top of the screen on the Public/Protected Count Work Sheet in the Scanner Booklet.
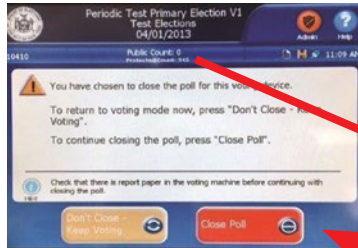
6. Touch the SCREEN where it says "Close Poll."

7. When the "Voting Results Report" screen appears and it says "Safe to Remove Election Media" you can remove the PMD. This can be done while tape is printing.

STOP At this time, hand the PMD to the Coordinator to upload the results into the tablet. After this is done, the Coordinator will give the PMD back to you. Continue with the next step.

8. Place the PMD inside the pink Ziploc bag that was in the Small Yellow Pouch. Seal the bag with a white paper seal. If seal is not in your Police Envelope get one from any ED Table. Both Scanner Inspectors sign the seal.

9. Put the Ziploc bag into the Small Yellow Scanner Pouch (which already contains the Zero Report Tape from the morning).

10. Take the Scanner Booklet and the small yellow pouch, along with one yellow 2-pronged seal from the Scanner Police Envelope, to the Coordinator.

Note: Scanner A will have two yellow 2-pronged seals.
The Coordinator will check the contents and mark the Scanner Receipt in the booklet. Take the booklet back to the Scanner.

11. The Scanner will print out TWO Results Reports Tapes. Separate the tapes at the stars. Label both tapes with the identifying Scanner letter from the front of the Scanner. Both Inspectors must sign both Results Reports Tapes.

12. Results Report Tape #1 – This is the ONLY tape showing **style numbers** in the Ballots for Code section needed by ED Inspectors to complete the Return of Canvass. Post this first tape on the wall closest to the ED Tables. This tape is also the one the Coordinator will attach to the Return of Canvass forms from ED Tables.

13. Results Report Tape #2 – Post this tape on the wall under the "Do Not Tamper" sign. This tape is for Poll Watchers. It is also the tape the Coordinator will remove later and return in the 2nd Results Tape envelope.

Scanner Inspector Job: Closing the Poll Site (continued)

14. When finished, press the red FINISHED – TURN OFF button and wait for the Scanner to automatically power off.

15. Ensure the power button light turns off then close and lock the PMD compartment door (Location #1 on Scanner) with black barrel key – no seal needed.

16. Break the yellow plastic numbered seal on the ballot box door (Location #2 on Scanner) and unlock the box with the silver key. Close the lids/flaps before removing the Ballot Bin Liner case.

17. Once the Ballot Bin Liner case has been removed, check inside the Scanner for any ballots. If there are any ballots, a bipartisan team will put them back in the liner case.

18. Close the Ballot Bin Liner case and lock both locks with the silver key. Seal one of the locks with the red plastic numbered seal from the Scanner Police Envelope. Be sure it is the seal shown on the Seals Report for this purpose. Initial the report.
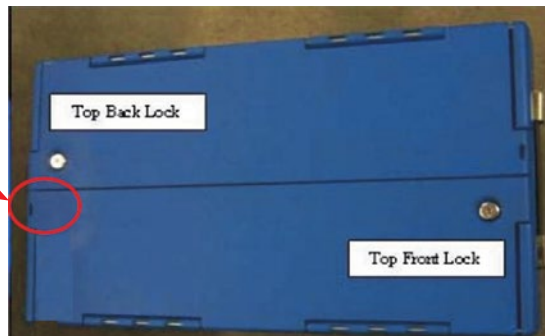
19. Close the Scanner screen and lock the screen with the black barrel key. If there is no seal on the release lock, attach a red plastic numbered seal as shown on the Seals Report and then initial the report.

20. Close the Scanner lid, latch and lock the lid with the silver key. Seal the lid with the red plastic numbered seal shown on the Seals Report for this purpose then initial report.

21. Lock the Ballot Box Door (Location #2) and seal with the red plastic numbered seal shown on the Seals Report for this purpose then initial report.

22. Unplug the Scanner, wrap the cord and return it to the back compartment. Lock the compartment with the silver key.

23. Place keys in the Scanner Key Envelope and replace plastic cover on the Scanner.

Scanner Inspector Job: Closing the Poll Site (continued)

24. Sign the closing portion of the Scanner Inspectors Certification found in the Scanner Booklet. Both Scanner Inspectors must sign. Fill in the top portion of the Scanner Inspector's Receipt in the Booklet.

25. Take the following items to the Coordinator:

- Completed Scanner Booklet

- Ballot Bin Liner Case

- Scanner Police Envelope (Seals Report, keys, used seals included)

Scanner Inspector Documents

Scanner Booklet

Blue Ballot Bin Liner

Scanner Police Envelope

26. The **Coordinator** will sign for receipt of the Ballot Bin Liner Case, Scanner Booklet, Scanner Police Envelope and the Yellow Pouch from earlier in the closing. The **Scanner Inspector** detaches the receipt form from the Scanner Booklet and keeps it for his/her records. **Note: The second Inspector may take a picture of the receipt if he/she wants a copy.**

27. Return to the Scanner and pack up any remaining supplies that were listed on the Scanner Supply Envelope.

28. Pack the "Wait Here" sign in the black canvas bag.

29. Put the Scanner Closing card back in the sleeve on outside of the Scanner.

Scanner Inspector Job: Closing the Poll Site (continued)

30. Take the following items back to the lowest ED of the lowest AD Supply Cart where you found them in the morning:

- Scanner Supply Envelope

- Extension cord

- Privacy panels

- "Wait Here" sign

31. The Coordinator may ask you to help with additional tasks.

32. Go to the ED Table where you signed in to sign the Time Sheet. **Be sure you have signed the Time Sheet.**

33. **DO NOT LEAVE THE POLL SITE UNTIL DISMISSED BY THE COORDINATOR.**

ED Supply Cart

ED Table Inspector Job: Closing the Poll Site

Polls close at 9:00 p.m. However, any voter in line by 9:00 p.m. is still entitled to vote.

1. Just before 9:00 p.m. make sure you have the following items ready at, or near, your ED Table:

ENVELOPES	OTHER
Void Ballot Envelope	ED Forms Booklet
Valid Emergency Ballots	Return of Canvass Forms
Poll Worker Special Ballot and Absentee Ballot Envelope	Ballot Transmittal Sheet
Partially Used Ballot Packages	Orange ED Return Bag
Affidavit Ballots Only (Large "A")	Grey Transport Bag
ED Police (contains seals)	Pad of white paper seals – fill in and sign before using
Excess Emergency Ballots	

2. Complete the Ballot Transmittal Sheet AFTER the last voter has voted.
    Queens – see pages 100–102 of appendix for special instructions.

KINGS

General Election - May 5th, 2015

AD 41 – ED 80

Total Ballots: ___200___
Total Ballots per Package: __50__
Total Packages: _4_

Initial as packages are opened	Package	Ballots	Amount of ballots used Step 1	✔ = all used from pkg. 0 = none used from pkg.
DE	1		50	Step 2 ✔
DE	2		50	✔
DE	3		15	
	4		0	Step 3 0
Total Number of Ballots used			Step 4 115	

Step 1   Fill in number of ballots used from each package.

Step 2   Put a check mark for any package completely used.

Step 3   Put a "0" for any package not used.

Step 4   Add up the total number of ballots used.

• **Note: Subtract the number of ballots <u>used</u> from the total <u>received</u> to get the number of unused ballots needed for the Return of Canvass forms later. In this example that number is 115.**

- When finished, sign and put Ballot Transmittal Form in the Grey Transport Bag. Put ALL shrink-wrapped unused scannable ballots and ALL unused Affidavit Ballots in the ED Supply Cart.

- **Note: Packages of scannable ballots with any ballots removed go into the Partially Used Ballot Envelope.**

3. **Complete the Return of Canvass** forms (2 copies) from the Grey Transport Bag. You are accounting for scannable ballots only. All party ballots are on the same Return of Canvass Form. **Note: You must repeat the same figures on both forms.**

See Example on Page 91

See Enlarged Example on Page 90

89

Closing The Poll Site

Column A

```
*** BALLOT STATUS ACCOUNTING REPORT ***
12:35 PM June 25, 2018
Unit Serial Number: 0209350649

Test Elections
Periodic Test Primary Election V1
0001 10410
Election Date: April 01, 2018
Poll Opened Date: June 25, 2018
Poll Opened Time: 12:23 PM
Poll Closed Date: June 25, 2018
Poll Closed Time: 12:35 PM
Public Count: 199


Poll Voting Report

Master Accounting:
    Total Blank:      0
    Total Overvote:   0
    Total Undervote:  38


Ballot Counts Per Party

NONPARTISAN                  0
Democratic                 185
Republican                  34

Total Paper Sheets:  199

Ballots for Code  00353-10-01   31
Ballots for Code  00002-10-01   47
Ballots for Code  00003-10-01   54
Ballots for Code  00004-10-01   88
Ballots for Code  00001-11-01   14
Ballots for Code  00002-11-01    7
Ballots for Code  00003-11-01    9
Ballots for Code  00004-11-01    4

0001 10410
Unit Serial Number: 0209350649

*** END OF REPORT ***
```

A

```
********************************
********************************

*** VOTING RESULTS REPORT ***
12:35 PM June 25, 2018
Unit Serial Number: 0209350649

Test Elections
Periodic Test Primary Election V1
0001 10410
Election Date: April 01, 2018
Poll Opened Date: June 25, 2018
Poll Opened Time: 12:23 PM
Poll Closed Date: June 25, 2018
Poll Closed Time: 12:35 PM
Public Count: 199
```

Column B

```
*** BALLOT STATUS ACCOUNTING REPORT ***
12:35 PM June 25, 2018
Unit Serial Number: 0209350644

Test Elections
Periodic Test Primary Election V1
0001 10410
Election Date: April 01, 2018
Poll Opened Date: June 25, 2018
Poll Opened Time: 12:23 PM
Poll Closed Date: June 25, 2018
Poll Closed Time: 12:35 PM
Public Count: 180


Poll Voting Report

Master Accounting:
    Total Blank:      0
    Total Overvote:   0
    Total Undervote:  38


Ballot Counts Per Party

NONPARTISAN                  0
Democratic                 125
Republican                  35

Total Paper Sheets:  180

Ballots for Code  00353-10-01   23
Ballots for Code  00002-10-01   38
Ballots for Code  00003-10-01   45
Ballots for Code  00004-10-01   21
Ballots for Code  00001-11-01    8
Ballots for Code  00002-11-01    5
Ballots for Code  00003-11-01   18
Ballots for Code  00004-11-01    9

0001 10410
Unit Serial Number: 0209350644

*** END OF REPORT ***
```

B

```
********************************
********************************

*** VOTING RESULTS REPORT ***
12:35 PM June 25, 2018
Unit Serial Number: 0209350644

Test Elections
Periodic Test Primary Election V1
0001 10410
Election Date: April 01, 2018
Poll Opened Date: June 25, 2018
Poll Opened Time: 12:23 PM
Poll Closed Date: June 25, 2018
Poll Closed Time: 12:35 PM
Public Count: 180
```

Column C

```
*** BALLOT STATUS ACCOUNTING REPORT ***
12:35 PM June 25, 2018
Unit Serial Number: 0209350646

Test Elections
Periodic Test Primary Election V1
0001 10410
Election Date: April 01, 2018
Poll Opened Date: June 25, 2018
Poll Opened Time: 12:23 PM
Poll Closed Date: June 25, 2018
Poll Closed Time: 12:35 PM
Public Count: 69


Poll Voting Report

Master Accounting:
    Total Blank:      0
    Total Overvote:   0
    Total Undervote:  0


Ballot Counts Per Party

NONPARTISAN                  0
Democratic                  60
Republican                  19

Total Paper Sheets:  69

Ballots for Code  00353-10-01    4
Ballots for Code  00002-10-01   18
Ballots for Code  00003-10-01   27
Ballots for Code  00004-10-01   11
Ballots for Code  00001-11-01    5
Ballots for Code  00002-11-01    1
Ballots for Code  00003-11-01    7
Ballots for Code  00004-11-01    6

0001 10410
Unit Serial Number: 0209350646

*** END OF REPORT ***
```

C

```
********************************
********************************

*** VOTING RESULTS REPORT ***
12:35 PM June 25, 2018
Unit Serial Number: 0209350646

Test Elections
Periodic Test Primary Election V1
0001 10410
Election Date: April 01, 2018
Poll Opened Date: June 25, 2018
Poll Opened Time: 12:23 PM
Poll Closed Date: June 25, 2018
Poll Closed Time: 12:35 PM
Public Count: 69
```

Return of Canvass

June 25, 2019

Attach Results Tapes Here

Primary Election

Election District: 006   Assembly District: 65   Poll Site Name: Southbridge Tower II   Address: 66 Frankfort Street

Borough: New York   Zone: 08   65006   Poll Site #: 11399

Ballot Reconciliation

Section 1
Ballots Cast by Scanner

	Democratic	Republican	Independence
Tape	00353-10-01	00002-11-01	00003-12-01
Ballot Style	0353	0002	0003
A			
B			
C			
D			
E			
F			
G			
H			
I			
J			
Total			

Transfer the Total of Section 1 to Section 2, Line D

Section 2

	Democratic	Republican	Independence
Start of Day # of Ballots			
A. Unused Ballots			
B. # of Voided Ballots (by Poll Worker)			
C. # of Voided Ballots (by Voter request)			
D. # of Ballots in Scanner			
E. # of Emergency Ballots			
Section 2 Total (A+B+C+D+E)			
Does Section 2 Total match Start of Day Ballots?			

If you have any Unscanned Ballots that must be tallied, tally them in the Forms Booklet and transfer the Total Votes for each Candidate to the Reverse side of this Return of Canvass.

We, the undersigned Inspectors, certify that the above Return of Canvass, attached Results Tapes and all certifications and tallies contained herein are true in all respects.

Chairperson_____   Inspector_____   Inspector_____   Inspector_____

There are no party affiliation columns for a General Election.

Closing The Poll Site

Follow these steps to complete the Return of Canvass, using the examples on the following pages.

Step 1	A. Locate your ballot style in the Ballots for Code section and tape number (pre-printed in left column of **Section 1**). B. Go to the posted Results Tape #1 for EACH Scanner. Look for and write down the ballot count for your style and tape number in **Section 1**. C. Add **Total** of all Scanner counts in Section 1 and transfer this total to **Section 2, Line "D."**
Step 2	Count all unused ballots and enter **Total** in **Section 2, Line "A."** **This includes: Unopened shrink wrapped packages and ballots still in packages or on the table.**
Step 3	**Empty the Void Paper Ballot Envelope** and separate the void Affidavit Ballots from the void scannable ballots. Count the number of scannable ballots and enter the number on the front of the envelope. **In Section 2, Line "B" (Void by Poll Worker) & Line "C" (Void by Voter Request).** Replace all the ballots in the envelope and seal with a signed white paper seal. Set the envelope aside.
Step 4	Make sure you have transferred the correct amount from **Section 1 Totals** onto **Section 2, Line "D."**
Step 5	**Empty the Valid Emergency Ballot Envelope** and count the number of valid ballots, if any. Write the total on the envelope and set aside to be hand tallied. (Step 8) **These are ballots that were in the Emergency Ballot Box that for whatever reason could not be scanned and were returned to the ED Table by the Scanner Inspector.** Enter **Total** in **Section 2, Line "E."**
Step 6	Add lines **"A"** through **"E"** and enter **Total** for **Section 2**. This total should match the **"Start of Day Total."** If not, add one more time and check each individual total for accuracy.
Step 7	Answer **"Yes"** or **"No," "Does Section 2 Total match Start of Day Total?"** – Last box of Section 2

Step 8	Hand tally the ballots from Step 5 (if any) following the instructions in the ED Forms Booklet. Transfer the **totals** from the booklet to the back of each Return of Canvass Form. Replace the ballots in the Valid Emergency Ballot Envelope, and seal with a signed white paper seal and set aside.
Step 9	Enter the same numbers to complete the second Return of Canvass Form.
Step 10	Two Inspectors (a bipartisan team) must sign the Return of Canvass Forms, and then **give to your Coordinator**.

4. **The Return of Canvass Form is complete.** All ED Inspectors MUST sign the front of both forms.

5. **Empty the Affidavit Ballots Only** envelope (Large "A") and count the number of sealed envelopes.

   • Enter the number of Ballot envelopes on the front of the Large "A" envelope
   • Fill in information at top of envelope.
   • Put all the Ballot envelopes back in the Large "A" envelope, and seal with white paper seal. Set the envelope aside.

6. Follow procedures from Step 5 for Poll Worker
   Special Ballot and Absentee Ballot Return Envelope.

All Poll Worker Special Ballot Envelopes must be signed and dated on the back left side by a Republican and Democratic Inspector, then placed in the Special Ballot/Absentee Ballot Return Envelope.

7. **Place used ballot packages** into the Partially Used Ballot Package envelope and seal with a white paper seal. Set the envelope aside.

8. Be sure to sign the certificate in the back of the Affidavit Ballot and Court Order Log before placing it into the grey transport bag.

9. Put the following items in the **Grey Transport Bag:**
   - Signed Court Orders
   - Completed Voter Registration Forms
   - Ballot Transmittal Sheet
   - Referrals (brought in by voters coming from another Poll Site)
   - Affidavit Ballot and Court Order Log Book
   - Completed Challenge and Assist Oath Envelope
   - Close Grey Transport Bag with white plastic tie

10. The following items go into the **Orange ED Return Bag** and will be marked with an orange sticker or orange printing.

    - Valid Emergency Ballots Envelope
    - Special Ballots Envelope
    - Excess Ballots Envelope
    - Void Paper Ballots Envelope
    - Affidavit Ballots (Large "A") Envelope
    - Used Ballot Packages Envelope
    - Grey Transport Bag
    - Close Orange ED Return Bag with white plastic tie

11. **Set aside** the Return of Canvass Forms, Orange ED Return Bag, ED Forms Booklet, and ED Police envelope.

12. **Re-pack all remaining supplies** (except those in #10 above) and place in Supply Cart. This will include: ED Supply Envelope, unused ballots, Blue Table Display, Sample Ballot Poster(s), ED/AD Sign (in mesh bag).

    Note: If you are the lowest numbered ED/AD Supply Cart, you will be receiving supplies back from other Poll Worker positions. Do not close until given the okay from the Coordinator.

13. Pack up the E-Poll Book into the lime green case the same way it was when you found it in the morning. Be sure there are 2 styluses as well as the charging cord for the E-Poll Book. Place red seal on case from the ED Police Envelope.

ED Table Inspector Job: Closing the Poll Site (continued)

14. When everything is packed in the Supply Cart, **lock and seal the cart** with the red plastic numbered seal from the ED Police Envelope. Write the seal number on the **Seals Report** in the ED Forms Booklet.

15. Put key back in ED Police Envelope. All Notice To Work forms are put into the Notice To Work envelope from your ED Forms Booklet.

16. All ED Inspectors complete the **Time Shee**t in ED Forms Booklet. If you are the lowest ED/AD other Poll Workers will be signing in your booklet.

17. ED Inspectors MUST sign the **Certification** in the ED Forms Booklet.

18. Take the following to the Coordinator:

- Orange ED Return Bag
- ED Forms Booklet – Coordinator will sign receipt in booklet and Inspector removes and keeps it.
- ED Police Envelope
- Both copies of the Return of Canvass
- Notice to Work Envelope

19. DO NOT LEAVE THE POLL SITE UNTIL DISMISSED BY THE COORDINATOR.

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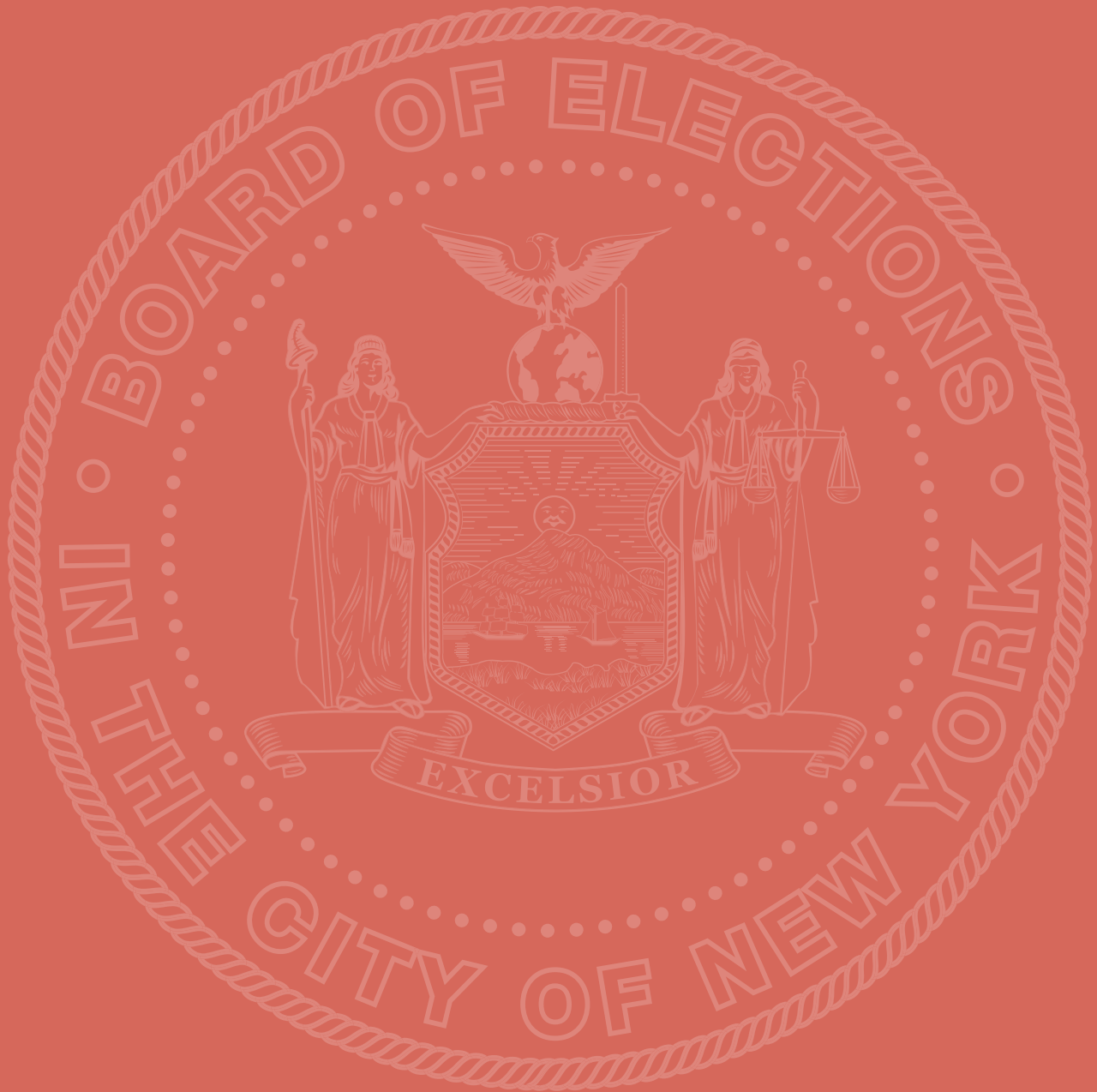
APPENDIX

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Appendix 1: Time Sheet Instructions

Where to find the Time Sheet:

Every ED Supply Envelope contains a Forms Booklet with a Time Sheet. Accessibility Clerks, Information Clerks and Interpreters sign at the lowest ED/AD Table. Other workers sign at the ED Table assigned on Notice to Work – unless the Coordinator reassigns to another ED. The Time Sheet remains in the ED Forms Booklet; **under no circumstance** is the Time Sheet removed from the booklet. **Remember to sign out (regardless of how long you worked) on the same Time Sheet where you signed in.**

How to fill it out:

1. The ED Chairperson will complete the top of the Time Sheet.

2. Locate your position on the Time Sheet. Standby Poll Workers complete the Time Sheet according to the position they are assigned.

3. Printing legibly, enter your party, date of birth, name, address, phone number and Poll Worker Number, and sign. Your Poll Worker Number is on the Notice to Work that you received in the mail. Be sure to fill in your email address. If you receive your mail at a post office box, include it with your address. If your address changes, be sure to notify your Borough Office.

4. Be sure to enter arrival time in the morning and departure time prior to departure and circle AM or PM.

5. If your assigned position changes during the day, you should still complete the Time Sheet for your original assignment. However, the Coordinator should note your new position under the "transferred to" section.

6. The Coordinator will confirm the accuracy of Time Sheet entries and sign/co-sign to validate it.

Appendix 1: Time Sheet Instructions (continued)

BEFORE BEING PAID, you must pass the exam at your training class, work an election, and complete the Time Sheet.

- **You will receive a full day's pay only if you work a full day.** If you work less, your pay will be pro-rated based on actual hours worked.

- **Poll Workers whose Time Sheets are incomplete, inaccurate or not given to the Coordinator, may not receive their checks on time. You must sign the Forms Booklet in order to be paid.**

- **It is a violation of law to falsely enter information on time sheets.** Poll Workers who submit false information will not be eligible to work for the Board of Elections in the future. The information may be referred for legal action.

- **Please note the most efficient way to receive your check is via direct deposit. Forms are available at training or from your borough office. Please be sure to check in using the tablet at your poll site.**

Appendix 2: Special Ballot Application Instructions

IF you are assigned to work at the Poll Site where you would normally vote, you can vote at your site on Election Day. **Note: At the time of training you do not know for certain where you will be assigned, so you should fill out the Special Ballot Application Form that is available at your training class.** Give the forms to the Trainer. If completed at home, mail the form or take it to the Borough Office.

- **You must fill out an application for EACH Election.**

- Your ballot will be mailed to you before the election. If you have not received your ballot, call your Borough Office Absentee Department.

- **DO NOT MAIL** your ballot back to the Borough Office. Deliver your voted ballot to any ED/AD Table at the Poll Site where you are working on Election Day **BEFORE THE CLOSE OF POLLS.**

- ED Inspectors will sign for receipt of your ballot and put it in the Special Ballot Return Envelope. If you choose, you can drop off your ballot at the borough office before the election.

Appendix

Appendix 3: Special Ballot Application

New York State Special Ballot Application for Poll Workers

Please print clearly.

1. For use at this year's ☐ Primary Election ☐ General Election ☐ Special Election (please check one)

2. last name or surname | first name | middle initial | suffix

3. date of birth _____/_____/_____

4. county where you live

5. address where you live (residence) street   apt   city   state **NY**   zip code

6. I am a registered (and for primary, enrolled) voter in this county, and I am unable to vote in person at my designated polling place, for the following reason:

☐ Election Law Section 11-302: My duties as a Board of Elections Employee, election inspector, poll clerk, election coordinator, or voting machine custodian/technician require me to be elsewhere. (Ballot to be cast and returned in person or by mail not later than close of polls on election day.)

☐ Deliver to me in person at the board of elections. (Delivery method available for all special ballot types.)

☐ Please mail to me. (Please provide mailing address. Delivery by mail only applies to Special Ballots for Poll Workers.)

_____

Street Address   Apt. Number   City   State   Zip Code

Applicant Must Sign Below

7. _____ Date ____/____/____

Signature or Mark of Voter

_____ Date ____/____/____

Signature of Witness to Mark
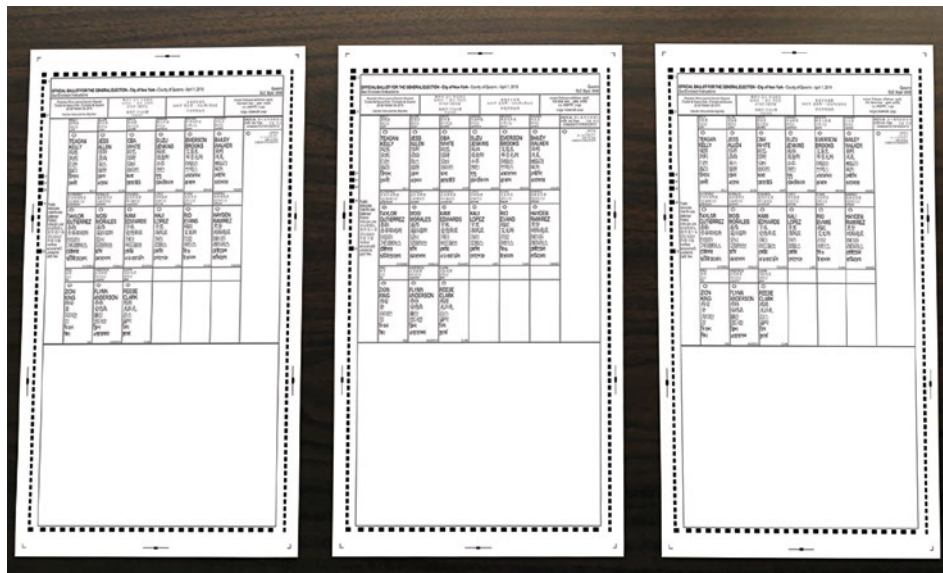
_____

Address of Witness to Mark

Appendix

Appendix 4: Tri-Lingual Ballot Procedures (for Queens)

Checking the ballots and completing the paperwork

- Check that you have the right ballots for your ED and begin the Ballot Transmittal Sheet that is shrink-wrapped with the first set of ballots.

- Place one pad of ballots for each language on the table as shown below.

- Ballots should be placed on the table in alphabetical order, from left to right as follows: BENGALI, CHINESE, and KOREAN.

- Please know that your ED may not have ballots in all three languages.

Ballot Transmittal Sheet

Queens		General Election			11/04/14
	AD 22			ED 2	

Total Ballots:
Total Ballots per Booklet: 25
Total Booklets: 15

Initial	Pad	Language	Numbered Sequence	Amount of Ballots Used	✓ = all used from pad 0 = none used from pad
	1	Bengali	1 – 25	25	✓
	1	Chinese	1 – 25	25	✓
	1	Korean	1 – 25	25	✓
	2	Bengali	26 – 50	25	✓
	2	Chinese	26 – 50	25	✓
	2	Korean	26 – 50	25	✓
	3	Bengali	51 – 75	25	✓
	3	Chinese	51 – 75	25	✓
	3	Korean	51 – 75	25	✓
	4	Bengali	76 – 100	11	
	4	Chinese	76 – 100	12	
	4	Korean	76 – 100	11	
	5	Bengali	101 – 125	0	0
	5	Chinese	101 – 125	0	0
	5	Korean	101 – 125	0	0

Total Number of Ballots Used

Signatures

Inspector	Date/Time	Inspector	Date/Time
Chairperson	Date/Time	Inspector	Date/Time

Ballots are available in Chinese, Korean, and Bengali
Let an Election worker know which ballot you need by pointing to your language below

選票包含中文、韓文及孟加拉文
請向選務人員指出以下您想要的語言的選票

중국어, 한국어 그리고 벵갈어로된 투표용지가 준비되어 있습니다
아래의 귀하의 언어를 지적하여 선거요원에게 어떤 투표용지가 필요한지 알려주십시오

চাইনিজ, কোরিয়ান এবং বাংলা ভাষায় ব্যালট পাওয়া যায়
নিম্নে উল্লেখ করা আপনার ভাষার দিকে নির্দেশ করে নির্বাচন কর্মীকে জানান আপনার কোন ব্যালটটি প্রয়োজন

| Point to this square if you wish to vote on a Chinese-language ballot	Point to this square if you wish to vote on a Bengali-language ballot	Point to this square if you wish to vote on a Korean-language ballot
如果您想使用中文選票，請點擊此方格。	এই চৌকোনা ঘরের দিকে নির্দেশ করুন যদি আপনি বাংলা ভাষায় অনুবাদ করা ব্যালটে ভোট দিতে চান	귀하가 한국어로 된 투표용지로 투표하기를 원하면 이 사각형을 지적하십시오

Appendix 4: Tri-Lingual Ballot Procedures (for Queens)

(continued)

Handing out the ballots

- Ballots will be handed out one at a time from left to right, unless a voter makes a request for a specific language. This is to make sure you keep an equal number of ballots on each package.

- A sheet is packed with the ballots to be placed on the table on which voters may point to their language to request a ballot in a specific language.

For example: assume you have an equal number of ballots in each package and you hand out a Bengali ballot from the left first. Then the next five voters request Korean ballots. You will then hand out ballots from the Bengali package and the Chinese package until you have an equal number of ballots in each package. The goal is to keep the number of ballots in each package as equal as possible. See picture below.
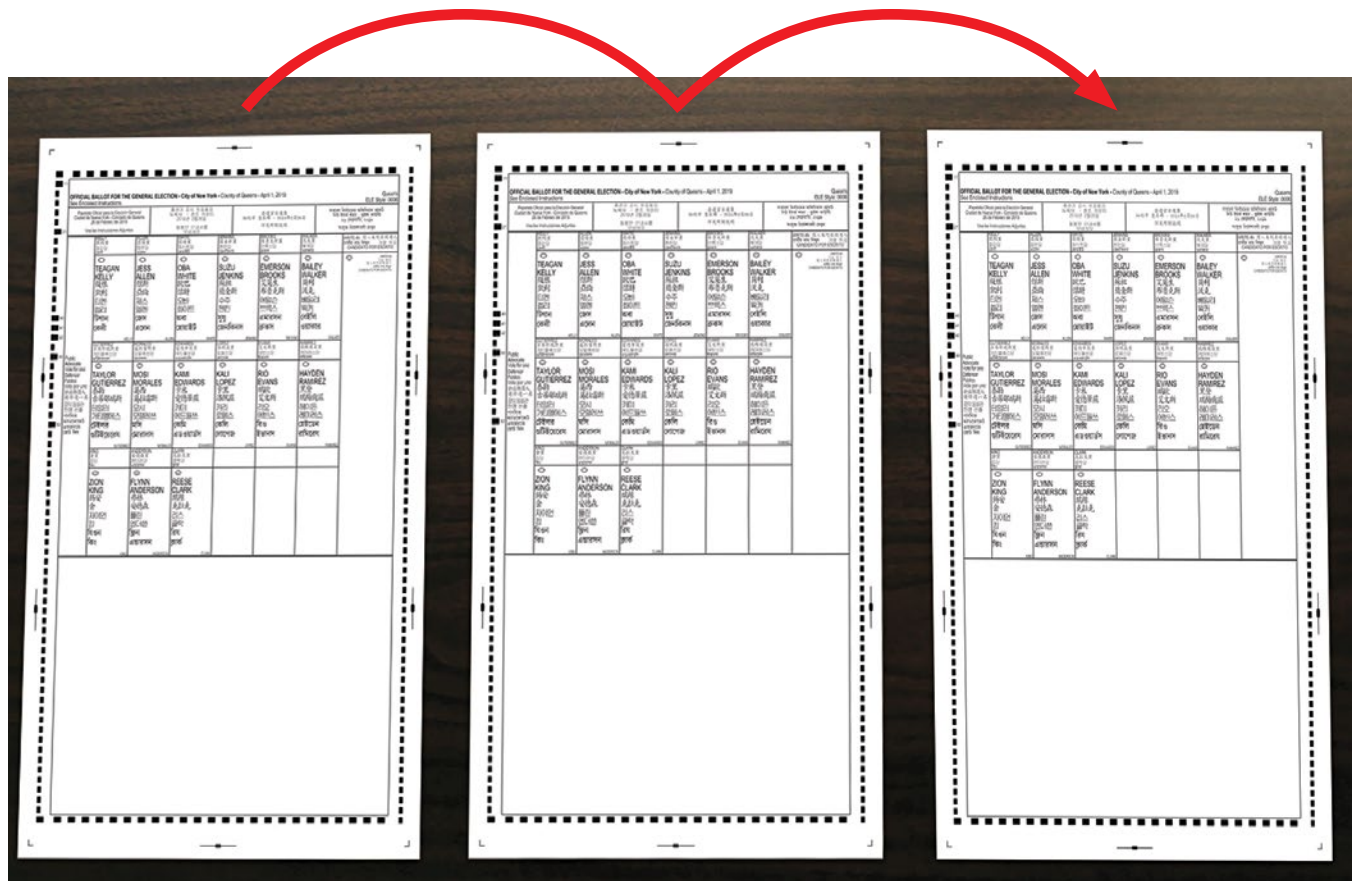
Appendix 4: Tri-Lingual Ballot Procedures (for Queens)

(continued)

Example of Ballot Transmittal Sheet

Ballot Transmittal Sheet

Queens   General Election   11/3/20

AD 22   ED 2

Total Ballots:
Total Ballots per Package: 50
Total Booklets: 15

Initial	Pad	Language	Ballots	Amount of Ballots Used	✓ = all used from pad 0 = none used from pad
	1	Bengali		50	✓
	1	Chinese		50	✓
	1	Korean		50	✓
	2	Bengali		50	✓
	2	Chinese		50	✓
	2	Korean		50	✓
	3	Bengali		50	✓
	3	Chinese		50	✓
	3	Korean		50	✓
	4	Bengali		11	
	4	Chinese		12	
	4	Korean		11	
	5	Bengali		0	0
	5	Chinese		0	0
	5	Korean		0	0

Total Number of Ballots Used

Signatures

_____   _____
Inspector   Date/Time   Inspector   Date/Time

_____   _____
Chairperson   Date/Time   Inspector   Date/Time

REFERENCE
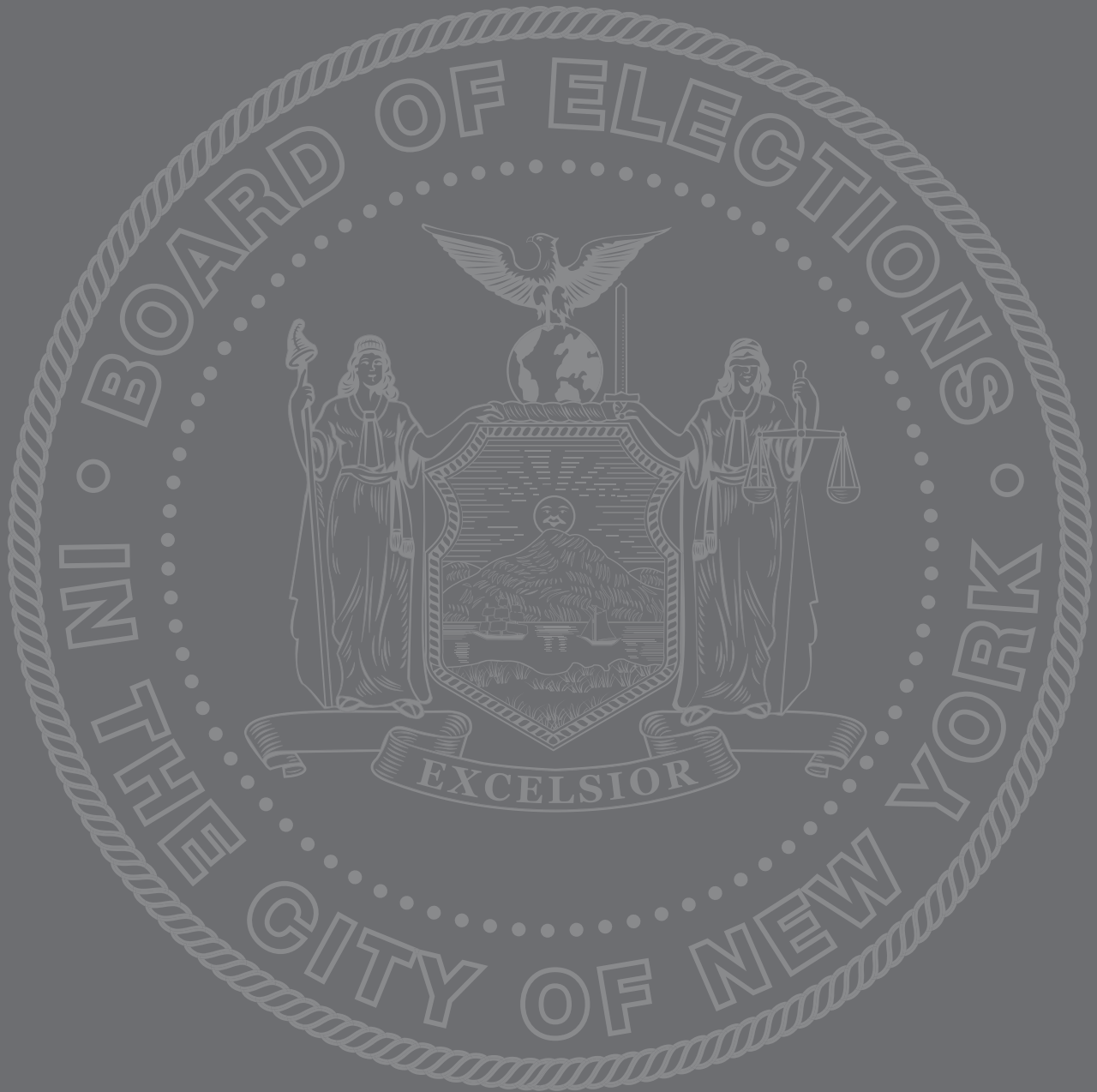
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Glossary

The world of elections has its own language. This glossary defines the most common election terms you may encounter.

A

Abandoned Ballots – BMD: see Page 70. Scanner: see Page 78

Accessible Privacy Booth – voting booth accessible by wheelchair.

Accessibility – a Poll Site is accessible when all voters can enter, travel to the voting area, and vote without obstacles.

Accessibility Clerk – Poll Worker who ensures the alternate accessible entrance to a Poll Site is accessible throughout the day and performs other duties to assist voters with disabilities.

Accessibility Clerk Manual – instructions on how to perform duties. Located in Accessibility Clerk Envelope which is located in lowest ED/AD Supply Cart.

Accessibility Clerk Supply Envelope – contains supplies including Manual, Poll Site Schematic, Badge Holders, and Tape Measure. Located in lowest ED/AD Supply Cart.

AD (Assembly District) – area represented by a member of the State Assembly. An AD is composed of numerous election districts (ED).

ADA – Americans with Disabilities Act. Federal Law requires an accessible voting process in Poll Sites that are accessible to everyone, including voters with disabilities.

ADA Check List – form completed every two hours verifying accessibility. Located in Coordinator Supply Envelope.

ADA Complaint Log – used to record problems with accessibility.

Affidavit Ballot – used when a voter's registration cannot be verified by the E-Poll Book. This ballot cannot be scanned at the Poll Site. Located in the ED Supply Cart.

Affidavit Ballot and Court Order Log – located in back of E-Poll Book and used to record those voting by Affidavit Ballot or Court Order.

Affidavit Ballot Envelope – voter fills out information on envelope and puts voted Affidavit Ballot inside. Not counted at the Poll Site. Located in Blue Table Display; extras in ED Supply Envelope.

Affidavit Privacy Sleeve – red bordered manila folder with ballot marking instructions that is given to voters with the Affidavit Ballot. Located in ED Supply Cart.

Alternate Accessible Entrance – at Poll Sites where the main entrance may not be accessible to everyone. For example, stairs. The alternate entrance is either already accessible or is made accessible by use of a ramp or other device. Located on Poll Site Schematic.

Assistance Oath – both the voter and any outside individual the voter chooses must take the oath in order to assist a voter in marking his/her ballot.

Assisted Voter – a voter who chooses someone to help them mark their ballot. A voter may be assisted by anyone they choose except for their employer, union representative or a person with a political affiliation (e.g., Candidate, Poll Watcher). If a voter requests Poll Worker assistance, it must be conducted by a bipartisan team.

Glossary (continued)

B

Badge Holders – plastic holders for Poll Worker IDs. Located in Supply Envelopes.

Ballot – a paper used to record the votes for contests to be decided at an election. They arrive in ED Supply Cart.

Ballot Bin Liner Case – a blue plastic case located inside the metal ballot box of the Scanner used to collect and securely store ballots on Election Day.

Ballot Box – compartment in bottom of Scanner into which the Ballot Bin Liner case fits.

Ballot Face Card – renamed to Sample Ballot Poster. Located in lowest numbered ED/AD Supply Cart.

Ballot Package – ballots packed in groups of 25 referred to as packages. Located in ED Supply Cart.

Ballot Proposal – voted on in addition to candidates and given out at General Election only. Located on back of the Ballot.

Ballot Reconciliation – the ballot reconciliation is part of the Return of Canvass form. Located in the Grey Transport Bag.

Ballot Transmittal Sheet – contains the number of ballots each table received in the morning and is used to record the number of used and unused ballots at closing of polls. It is placed on top of the first package of shrink-wrapped scannable ballot pads. Located on the top of Ballot package in the ED Supply Cart.

Blank Ballot – a message that appears on the Scanner screen if an inserted ballot has no selections made.

Blue Table Display – cardboard table top display containing useful Election Day Handouts. Located in and displayed on the top of the ED Supply Cart.

BMD (Ballot Marking Device) – machine that assists voters with marking their selections on the scannable paper ballot. It also offers viewing the ballot in different languages or font sizes. It is available for any voter who requests to use it whether or not they have a disability.

BMD Laminated Instruction Card – contains procedures and is found in sleeve on BMD.

BMD Police Envelope – delivered by Police Officer and contains two red plastic seals, seals report, special instructions and Key Envelope for BMD. Located in Police Poll Site Envelope.

BMD/Privacy Booth Inspector – directs voters to Privacy Booths or BMD. BMD/Privacy Booth Inspector is responsible for the upkeep of the privacy booths and BMD throughout the day.

BMD Supply Envelope – contains supplies for operating the BMD. It arrives inside the BMD rear compartment.

BOE – Board of Elections.

Borough – New York City is composed of five Boroughs – each a part of the Board of Elections: the Bronx, Brooklyn, Manhattan, Queens and Staten Island.

C

Candidate – an individual running for public office or party position.

Certificate to Work – given to a standby worker sent by the Borough to work at a Poll Site.

Certification – statement signed by the Inspectors or Coordinator verifying procedures have been followed. Located in various forms, booklets and in back of E-Poll Book.

Chairperson – one Inspector at each ED Table designated to be responsible for operations.

Challenge – a claim that a voter is unqualified to vote. Anyone can challenge a voter's eligibility to vote.

Glossary (continued)

Challenge Oath – statement signed by a challenged voter stating that he/she is eligible to vote. Challenge Oaths are located in the Blue Table Display.

Commissioners' Program for Poll Worker Non-Compliance – program adopted by the Board of Elections' Commissioners to ensure that policies and procedures are correctly followed by Poll Workers.

Cones – used for ADA compliance to indicate obstacles in the voter's pathway. Delivered with ramps.

Configuration Report Tape – contains Scanner settings and serial number. This is the first tape printed by the Scanner during the opening process.

Coordinator – Poll Worker who is responsible for the management of a Poll Site with multiple EDs and is the link between the Poll Site and the Board of Elections.

Coordinator Journal – used by Coordinator to log visitors, monitor accessibility, and record problems and resolutions. It is sent by mail to Coordinators.

Coordinator Manual – specific job instructions for Coordinator. Located in the Coordinator Envelope which is in the lowest numbered ED/AD Supply Cart.

Coordinator Poll Site Supply Bag – contains supplies needed for the site and/or Coordinator. Located in the lowest numbered ED/AD Supply Cart.

Coordinator Receipt – signed by Police at close of polls for Round #1 and Round #2 pickups and kept by the Coordinator.

Coordinator Return Bag – purple canvas bag containing specific items that is packed in the large blue NYPD Poll Site Return Bag at close of polls. Located in lowest numbered ED/AD Supply Cart.

Court Order – an order signed by a New York State Court Judge on Election Day allowing a voter to vote using the Scanner.

Court Order Certificate (Certificate to Request a Court Order) – filled in by the Inspector and given to a voter to take to the judge. When signed by a judge, it is returned by the voter to the Poll Site. Located in the ED Supply Cart.

D

Door Bell – installed by Accessibility Clerk. It is at the alternate entrance so they are notified if a voter needs the door opened. Located in lowest numbered ED/AD Supply Cart.

Door Clerk – see Accessibility Clerk.

Door Prop – plastic or wood wedge for propping open a door. Located in the lowest numbered ED/AD Supply Cart.

E

ED (Election District) – a group of eligible voters within a specific geographic area. Several Election Districts make up one Assembly District (AD).

ED Forms Booklet – contains forms, Certification Receipts and Notice to Work Envelope. Located in ED Supply Envelope.

ED Receipt – signed by Coordinator/Chairperson at close after receiving required items and given back to the ED Inspector/Chairperson. Located in ED Forms Booklet.

ED/AD Sign – placed at the side of each ED Table to help the voter find their ED. Located in ED Supply Cart.

ED Return Bag – orange canvas bag used by ED Table to return items at the close of polls. Located in ED Supply Cart.

ED Supply Cart – large metal cart for each ED Table containing all supplies and materials.

Glossary (continued)

ED Supply Cart Police Envelope – delivered by Police Officer and contains one red plastic numbered seal, ED Supply Cart Key Envelope and special instructions, if any. Located in Police Poll Site Envelope.

ED Supply Envelope – large manila envelope containing supplies. Located in ED Supply Cart.

ED Table – table where voter signs E-Poll Book and is issued a ballot.

ED Table Inspector – Poll Worker working at the ED Table.

Election Day Ballot – the paper scannable ballots that voters use to cast their vote. Located in ED Supply Cart.

Election Day Team – consists of all the Poll Workers, police, AD Monitors, and others working together to ensure voters' rights to vote.

Electioneering – efforts to encourage voters to vote a certain way and includes distributing, wearing or carrying political literature, posters, banners or buttons or soliciting votes. Electioneering is prohibited within 100 feet of the Poll Site entrance.

ENR (Election Night Reporting) – Coordinator uploads PMDs into tablet to transmit results to Board of Elections.

Election Security Code – password used to open the polls on the Scanner. Located in Scanner Police Envelope.

Emergency Ballot Procedure – goes into effect when all of the Scanners at a Poll Site break down. Voters place their scannable ballots into the Scanner's Emergency Ballot Box slot. Special procedures are used on how to handle these ballots at closing.

E-Poll Book – Electronic tablet used by Inspectors to check in voters.

Excess Emergency Ballot – extra ballots that are left over at the end of counting during Emergency Ballot procedures.

Exit Polls – voters are asked how they voted AFTER exiting the polls.

F

Floor Plan – (see Poll Site Floor Plan).

G

General Election – any registered voter may vote in this election regardless of party.

Grey Transport Bag – canvas bag containing Return of Canvass and Street Locator by ED. At closing, secure election documents are returned in this bag. Located in ED Supply Cart.

H

Hand Tally – a hand count of votes cast.

HAVA (Help America Vote Act) – Federal law that addresses accessibility of the voting process.

HAVA ID Codes – are listed on the front of the E-Poll Book. Indicates the code an Inspector must enter in the registration list when a voter is required to provide ID.

I

ID Requirements – ONLY voters with "ID REQ." next to their name on the E-Poll Book are required to show ID when voting for the first time.

Information Clerk – Poll Worker who greets voters at entrance and directing them to the correct ED Table or Poll Site.

Glossary (continued)

Information Clerk Envelope – contains supplies and instructions. Located in the lowest numbered ED/AD Supply Cart.

Information Clerk Handbook – contains job procedures and comes in Information Clerk Supply Envelope. Located in the lowest numbered ED/AD Supply Cart.

Inside Signage – posted in Poll Site by Information Clerk. Located in Inside Signage Supply Envelope in the lowest numbered ED/AD Supply Cart.

Interpreter – Poll Worker who assists non-English speakers by translating information provided by other Poll Workers, or on the ballot, in mandated languages.

Interpreter Journal – contains forms used to tally the number of voters assisted during the day and record other questions. Located in the Interpreter Supply Envelope.

Interpreter Journal Return Envelope – used to return all journal pages to the Coordinator at close of polls. Located in the Interpreter Journal.

Interpreter Manual – contains specific job procedures. Located in the Interpreter Supply Envelope.

Interpreter Supply Envelope – contains supplies, manual and journal. Located in the lowest numbered ED/AD Supply Cart.

L

Large "A" Envelope – white envelope with red text where completed and sealed Affidavit Envelopes are placed throughout the day. Located in the ED Supply Envelope in the ED Supply Cart.

M

Media Representative – a reporter, photographer, cameraman, etc. from a newspaper, radio or television station.

N

No Electioneering Sign – posted 100 feet from the entrance to the Poll Site prohibiting electioneering between the sign and the entrance. Located in the Outside Signage Supply Bag in the lowest numbered ED/AD Supply Cart.

Notice to Voters Flyer – given to voters along with the Affidavit Ballot. Located in the Blue Table Display.

Notice to Work – mailed to Poll Workers prior to the election giving their specific job assignment and Poll Worker Number. It also has Poll Worker's name tag attached which has to be separated and worn on Election Day.

Notice to Work Envelope – used to collect Notice to Work Forms from Poll Workers. Located in ED Forms Booklet.

NYS Voter Bill of Rights Sign – sign posted at the entrance detailing the rights of the registered voter. Located in the Inside Signage Supply Envelope.

O

Orange ED Return Bag – canvas bag used by each ED Table to return items to the Coordinator. Located in each ED Supply Cart.

Outside Signage – posted by Accessibility Clerk. Located in the Outside Signage Supply Bag. Located in the lowest numbered ED/AD Supply Cart.

Glossary (continued)

Over Vote – when a voter chooses a greater number of candidates than is indicated for selection on the ballot, the Scanner displays this message on the screen and the voter can choose to have the ballot returned to them. The voter can then return to the ED Table for a replacement Ballot. If a voter does not request the ballot to be returned, their vote for this one race only will not be counted.

P

Partially Used Ballot Package Envelope – used for returning the partially used ballot packages. Located in ED Supply Envelope.

PMD – portable memory device, sometimes referred to as a memory stick or flash drive, placed inside the Scanner to store election results. Scanner screen refers to this as "Election Media."

PMD Report – sometimes called Election Night Return (ENR) is completed by the Coordinator and returned to the Police Officer in Round #1 pickup.

Police Officer/Peace Officer – present during Election Day to maintain law and order at the Poll Site.

Police Officer Receipt – signed by the Coordinator and given to the Police Officer at the opening of the polls stating that all police envelopes were received.

Police Poll Site Envelope – contains Police Envelopes for ED Supply Carts, BMDs, Scanners, special instructions and a receipt for the Coordinator to sign and return to the Police Officer. Delivered by Police Officer at 5:00 a.m.

Polling Area – a designated area in the Poll Site where voting takes place.

Poll Site – a building in which a polling area is located.

Poll Site Floor Plan – shows how the voting room should be set up. Located on the top of each ED Supply Cart and in Coordinator Supply Envelope.

Poll Site List – a Borough directory grouped by AD number, showing name and address of the Poll Site for each ED/AD. Used by Information Clerk. Located in the Information Clerk Supply Envelope.

Poll Site Return Bag – large blue canvas bag in which Orange ED, Purple Coordinator Return Bags and Return of Canvass are placed before being given to Police Officer at close of polls. Located in the lowest numbered ED/AD Supply Cart.

Poll Site Schematic – shows path of travel and entrances for accessibility from outside sidewalk to the polling area. Located in Coordinator Supply Envelope and Accessibility Clerk Supply Envelope.

Poll Watcher – representative of a candidate, political party or independent group who observes the election to make sure it is conducted fairly and impartially.

Poll Watcher Certificate – given by the candidate permitting a designated person to monitor the Election Day process within specified EDs.

Poll Watcher Poster – posted near entrance to voting room explaining Poll Watcher's rights and responsibilities. Located in the Inside Signage Supply Envelope.

Primary Election – held by a political party to choose its candidates for the General Election and elect individuals to party positions. Only registered voters enrolled in the party may vote in this election.

Glossary (continued)

Privacy Booth – metal booths with lights, magnifying sheets and pens used by the voter to mark a ballot in privacy. An Accessible Privacy Booth is also available at each Poll Site.

Privacy Panels – black shields (screens) placed on each side of the Scanner screen to ensure voter privacy. Located in the lowest numbered ED/AD Supply Cart.

Privacy Sleeves – manila folders with black border for scannable ballots or red border for Affidavit Ballots. Ballot marking instructions are printed on the cover.

Protected Count – the total number of votes that have been cast on the Scanner since its first use. Located in the middle of the Scanner screen.

Public Count – located on screen of the Scanner showing the total number of votes that have been cast on the scanner in a particular election.

Public/Protected Count Worksheet – used to record counts in the morning and at close of polls. Located in the Scanner Booklet.

Purple Coordinator Return Bag – used by the Coordinator for items returned at close of polls and put inside large blue Poll Site Return Bag. Located in lowest numbered ED/AD Supply Cart.

R

Referral Slip – form filled out by any Poll Worker sending a voter to a different Poll Site. Located in the Information Clerk Supply Envelope.

Registered Voter – a person who is entitled to vote after registering with the Board of Elections.

Results Report Tape – paper report printed during the closing of the Scanner that details the election results from that particular Scanner.

Return of Canvass – a ballot reconciliation sheet, in which all scannable ballots that were used, voided or unused are accounted for at the end of the day. Vote totals from any hand tally are recorded on the back. Located in the Grey Transport Bag.

Return of Canvass Envelope – used to place all Return of Canvass forms from each ED Table. Located in lowest numbered ED/AD Supply Cart

S

Sample Ballot Poster (formerly called Ballot Face Poster) – large poster showing a sample ballot. Hung at each ED Table allowing voters to look at voting options. Located in the lowest numbered ED Supply Cart.

Scanner Forms Booklet – contains forms, certifications, and receipts. It is turned in to the Coordinator at close of polls. Located in Scanner Supply Envelope.

Scanner Laminated Opening & Closing Cards – specific job procedures for the Scanner Inspector. It comes in a sleeve on the Scanner. Also located in Scanner Supply Envelope.

Scanner Police Envelope – delivered by Police Officer and contains seals report, security codes, yellow numbered plastic seals, red numbered plastic seals, one 2-pronged yellow numbered plastic seal for Small Yellow Pouch. Scanner "A" envelope contains two 2-pronged yellow seals, special instructions, Key Envelope for Scanner. Located in Poll Site Envelope.

Scanner Receipt – is in back of Scanner Booklet and is signed by Coordinator as items are delivered and then kept by the Scanner Inspector.

Scanner Seals Report – comes in Scanner Police Envelope and lists all seals on, or to be placed on the Scanner and checked/initialed by the Inspector.

Glossary (continued)

Scanner Supply Envelope – contains supplies and is found in lowest numbered ED/AD Supply Cart.

Schematic – (see Poll Site Schematic).

Second Results Tape – posted on wall under DO NOT TAMPER sign, removed at close of polls by Coordinator and placed in 2nd Results Tape envelope.

Site Coverage Report – report that Coordinator uses to take attendance and monitor personnel. Lists names and positions of all workers at Poll Site.

Smaller Party – a political party other than Democratic or Republican, also commonly referred to as Third Party.

Special Ballot – one that is available to Poll Workers or Board of Election employees who cannot vote at their home Poll Site on Election Day. It can be voted at the Borough Office or received by mail and returned on Election Day to the Poll Site where the Poll Worker is working.

Special Ballot Application – purple and white form filled out prior to an election by a Poll Worker to allow them to receive a ballot by mail. Applications are available at training classes.

Special Ballot Envelope – purple and white envelope where voted Special Ballots are placed. Located in ED Supply Envelope.

Special Instructions – contain any last minute changes in procedure or other important notices for Poll Workers, and are often delivered in Police Envelopes.

Standby Poll Worker – trained Poll Worker dispatched from the Borough Office to fill in where an assigned worker has not reported to work.

Street Finder (by Borough) – directory of every address in a borough showing the political subdivisions by Election District (ED), Assembly District (AD), ZIP code, Congressional District (CD), Senatorial District (SD), Municipal District (MC), and Council District (CO). Located in Information Clerk Supply Envelope.

Street Locator (by Poll Site) – similar to Street Finder by Borough but specific to the Poll Site. Located in the Grey Transport Bag.

Style Number – can be found on the back of the ballot in the lower right corner above the list of ED/ADs. Used to account for ballots on the Scanner Results Tape.

T

Tally Sheet – used at ED Tables to record hand tallies of unscannable Emergency Ballots. Located in the ED Forms Booklet.

Time Sheet – used to record Poll Workers' attendance, hours, and assigned position. Located in ED Forms Booklet.

U

Under vote – only appears on the screen on the BMD when a voter did not choose all the candidates they possibly could have in a particular race.

Unused Ballots – any unmarked ballot that has not been given to a voter. Located in ED Supply Cart.

Glossary (continued)

V

Valid Emergency Ballot Envelope – used to hold Emergency Ballots that could not be scanned. Located in the ED Supply Envelope.

Visitor Log – used to record all visitors to the Poll Site. Located in the Coordinator Journal.

Void Ballot Envelope – used to collect void ballots throughout the day. At the close of polls, all void paper ballots are returned to the Board of Elections in this envelope. Located in the ED Supply Envelope.

Void Paper Ballot – a paper ballot on which a voter has made a mistake (marked "void v") or Poll Worker has damaged the ballot (marked "void p").

Voter Record – section in the E-Poll Book containing identifying information for each voter, the signature and place for the voter to sign the record.

Voter Rights Act – Federal law that makes it illegal to discriminate against voters or candidate on the basis of race, color, or language. It also provides for language assistance to ensure that voters who do not speak English can vote. Located in Blue Table Display.

Voter Rights Flyer – given to every voter who votes by Affidavit Ballot, explaining their rights. Located in the Blue Table Display.

W

Wait Here for Scanner Sign – black plastic pole/metal base with white sign indicating where the line begins (at least 5 feet from Scanners) for voters waiting for an available scanner. Found in lowest numbered ED/AD Supply Cart.

White Paper Seal Pad – used to seal all envelopes and signed by designated Poll Workers. Located in the ED Supply Envelope.

Write-in Vote – a vote cast on the paper ballot for a candidate other than those pre-printed on the ballot.

Y

Yellow Large Scanner Voting Records Bag – used by Coordinator to secure small Scanner pouches from Scanners at end of the night and provided to Police on first round pick up. Located in the lowest numbered ED/AD Cart.

Yellow Small Scanner Voting Records Pouch – Scanner Inspectors place Configuration Report, Zero Report Tape and PMD in the Yellow Small Scanner Pouch and give it to Coordinator who places it in the Large Yellow Scanner Voting Records Bag. Located in the lowest numbered ED/AD Supply Cart.

Z

Zero Report Tape – a paper report printed during the opening of the Scanner that shows vote totals are zero at opening of the polls and is then put in the small yellow Scanner pouch.

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Board of Elections in the City of New York

THANK YOU FOR YOUR SERVICE TO THE VOTERS OF THE CITY OF NEW YORK

Legal Notices

Under the Federal Voting Rights Act, it is illegal to:

- Discriminate against voters or candidates on the basis of race, gender or language.
- Administer the Election on different terms for different racial groups, even without the intention to discriminate.

Prohibited Practices:

Under New York State Election Law, it is a felony punishable by fine, imprisonment or both for a poll worker to:

1. Destroy, remove or alter any ballots.
2. Mark a ballot unless voter requests assistance.
3. Campaign, distribute campaign literature, knowingly and willfully permit campaign literature to be present or electioneering at the polls.
4. Threaten or intimidate voters.
5. Knowingly permit an unqualified voter to vote, or permit someone to vote more than once.
6. Intentionally make or attempt to make a false canvass of the ballots or falsify the results of the canvass.
7. Communicate with others regarding anyone's vote.
8. Go to a privacy booth, BMD or Scanner with a voter, unless the voter requests assistance.
9. Destroy or alter the Registered Voters List, Challenges or Affidavits.
10. Deface or destroy the List of Candidates, Voter Instruction Cards, or other supplies at the polling site.
11. When helping a voter who has requested assistance in voting, induce the voter to vote in a certain way, reveal a vote, or keep a record of anything at a privacy booth, BMD or Scanner.
12. Knowingly deny a qualified voter the right to cast his or her ballot.

Commissioner's Program for Poll Worker Non-Compliance

If you engage in any of the above prohibited practices you may be required to attend a remedial training class. Anyone who fails to attend such class will not be allowed to work until that requirement is satisfied. There will be no pay for attending this class. If it is determined that your behavior toward voters or other poll workers is unacceptable or you fail to follow the directions of the Coordinator or Board of Elections personnel, your name will be submitted to the Commissioners for consideration of dismissal.

Failure to follow procedures or return any of the following closing items may also result in dismissal and/or forfeiture of any bonus, incentive, or stipend:

1. Zero Report Tape, Results Report Tape and Portable Memory Device (in small yellow scanner pouch).
2. Completed Return of Canvass forms.

BRONX COUNTY

1780 Grand Concourse
Bronx, NY 10457
718.299.9017

NEW YORK COUNTY

(Manhattan)
200 Varick Street
New York, NY 10014
212.886.2100

RICHMOND COUNTY

(Staten Island)
One Edgewater Plaza
Staten Island, NY 10305
718.876.0079

KINGS COUNTY

(Brooklyn)
345 Adams Street
Brooklyn, NY 11201
718.797.8800

QUEENS COUNTY

118-35 Queens Blvd.
Forest Hills, NY 11375
718.730.6730

GENERAL OFFICE

32 Broadway, 7th Floor
New York, NY 10004
212.VOTE-NYC
866.VOTE-NYC

WEBSITE

vote.nyc