

*Election Judge Training
For The
November 8, 2016
General Election*



Presented by the
Illinois State Board of Elections

Welcome!



Sign in



Ask Questions



Place cell phone
on "vibrate"

www.elections.il.gov



ILLINOIS State Board of Elections

Next Election: Tuesday, November 8, 2016

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1. [Registering To Vote In Illinois](#)
2. [Illinois Voter Registration Application \(English\)](#)
3. [2016 Candidate's Guide](#)
4. [2016 Election Schedule And Registration Deadlines](#)
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IMPORTANT



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Information For Voters

Illinois State Board of Elections News

NEW 7/22/2016

New 2017 Calendar and Candidate's Guide are Now Available

The 2017 Election and Campaign Finance Calendar contains the specific date entries required in the nomination and/or election of officials of municipa...

6/30/2016

Campaign Disclosure – June 2016 Quarterly Report Filing Deadline – Friday, July 15, 2016

The filing period for the June 2016 Quarterly Report ends Friday, July 15. The June 2016 Quarterly Report must include all committee activity from Ap...

6/7/2016

Attention: Fax Number Being Discontinued

Effective June 15, 2016, the State Board of Elections fax number 217-557-5630 will be taken out of service. Please do not send faxes to this number af...

Voter Information

Online Voter Registration

Online Registration Begins Here!

[Check Your Online Application Status](#)

[Election Results](#)

[District/Officials Search](#)

[Am I Registered to Vote in Illinois?](#)

[Election Schedule and Registration Deadlines](#)

[How do I Register to Vote? ▾](#)

- [Online Voter Registration Application](#)
- [Registering to Vote in Illinois\(pamphlet\)](#)
- [Illinois Voter Registration Application Form\(English\)](#)
- [Illinois Voter Registration Application Form\(Spanish\)](#)
- [Registration Federal Postcard](#)
- [Find Your Election Authorities Mailing Address](#)

Campaign Disclosure

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**Grace Period Registration
is now extended from the
regular close of registration
through the closing of the polls
on Election Day!**



TIMEFRAMES PRIOR TO ELECTION DAY

Regular Registration Deadline – 28th day prior to each election

Grace Period – 27th day prior to each election through election day

Online Registration Deadline – 16 days prior to each election

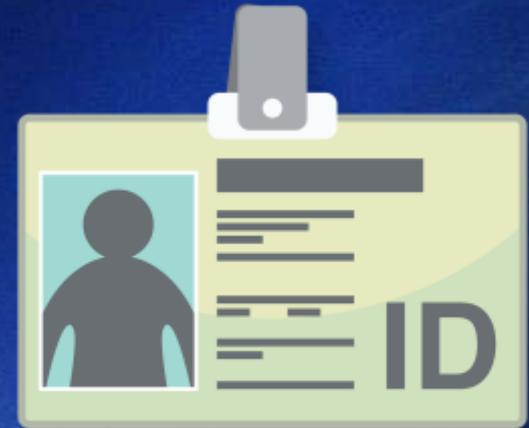
Voting by Mail – 40th to 5th day prior to each election
(may apply 90 days prior to election)

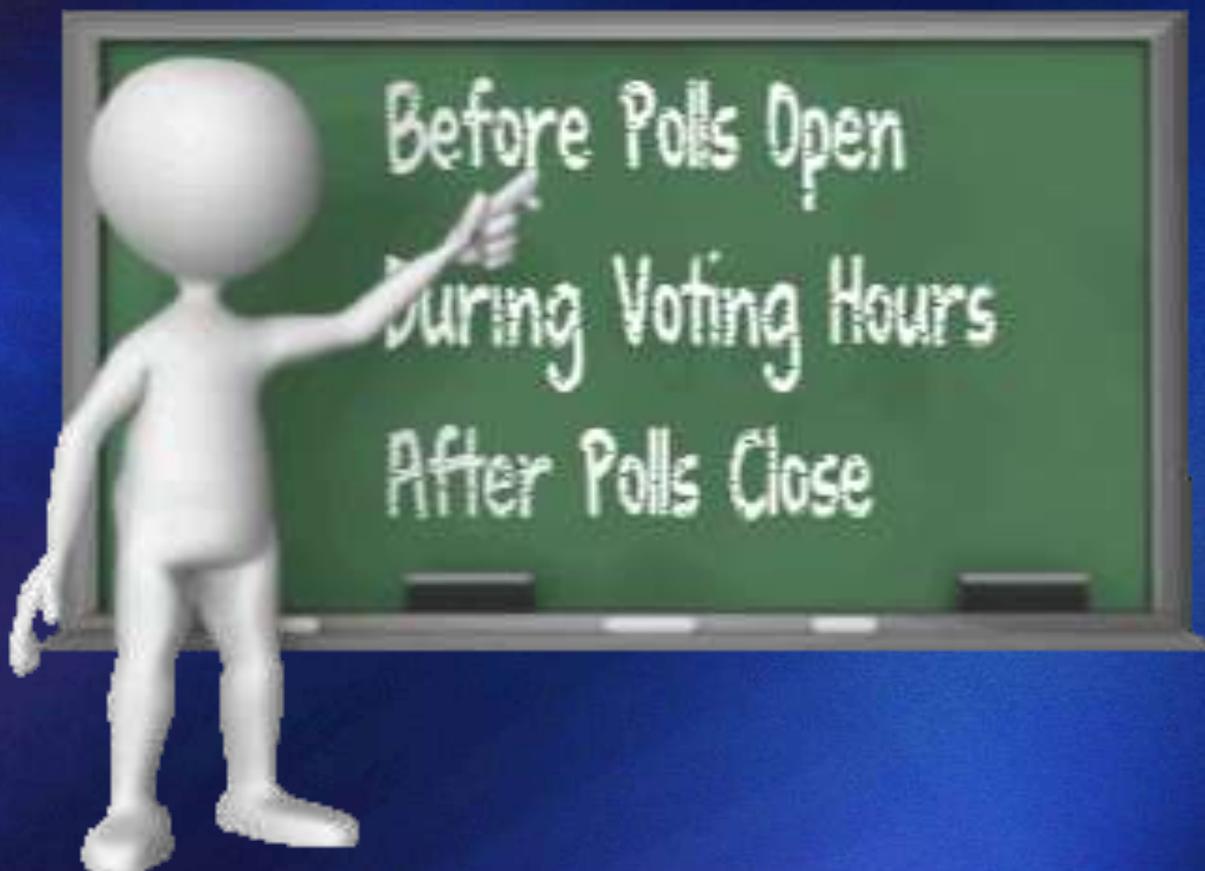
Early Voting – 40th to 1 day prior to each election
in person

Newly Registered Voters Require ID

Will be Flagged in Your Verification Records

- ✓ They must Provide ID
 - Driver's License or State ID
 - Utility bill
 - Bank statement
 - Government check
 - Paycheck
 - Lease or contract for residence
 - Student ID & mail addressed to address of residence
 - Other government document
- ✓ They must show name and address documentation that match the records





Before Polls Open

During Voting Hours

After Polls Close

Election Day Procedures

“Before The Polls Open”



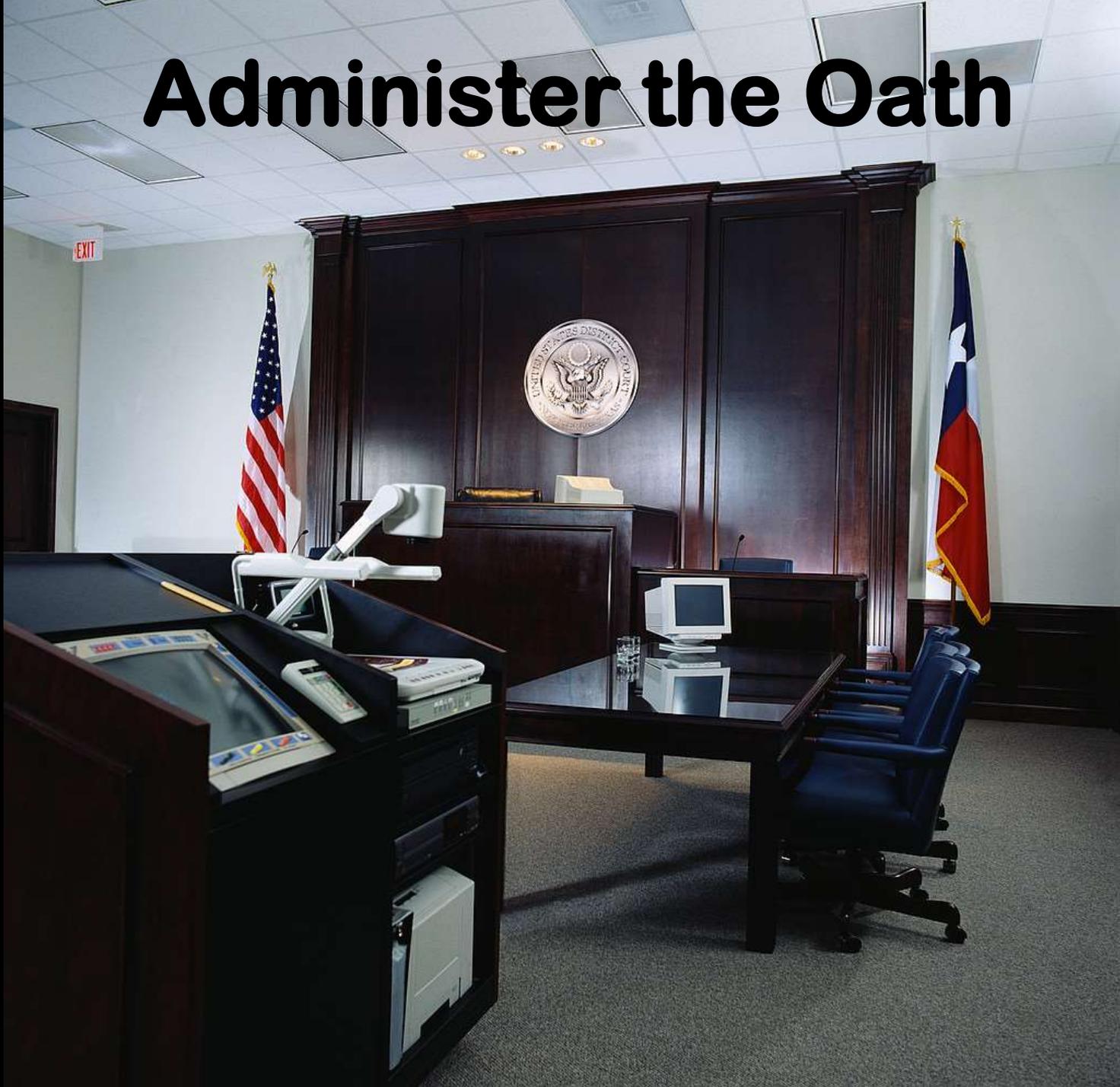
Getting Started....

- ✓ Arrive at designated time
- ✓ If Judges do not show up – CALL!
- ✓ Check supplies
- ✓ Set up the voting area



Call the office immediately if you discover any problems

Administer the Oath



Election Judges Make The Calls!

- You serve as Officers of the Circuit Court
- Sole Authority in the polling place
- Sole Authority in Campaign Free Zone
- Responsible for proper conduct of election



Election Judges....

Remember:

- ✓ **Rotate positions – reduces fraud**
- ✓ **Act as a board – majority rules**
- ✓ **Equal Authority**



Supply Checklist

Be familiar with supplies

- ✓ *Before* The Polls Open
- ✓ *During* Voting Hours
- ✓ *After* The Polls Close
- ✓ *Provisional* Supplies

Is anything missing?

If so...call the office immediately!



The Voting Area...

- ✓ *Arrange booths for privacy*
- ✓ *Allow for orderly flow of voter traffic*



(then expect the unexpected!)

Know your different “Ballot Styles”!

Designated by:

“Code” - “Color” - “Number”

*Make sure that the voter is given
the correct ballot sheet!*



Compare Each Ballot Style To Each Specimen Ballot

Verify-

✓ *Each office*

✓ *The “Vote For” on each office*

✓ *Each candidate*



Sign “Certificate of Inspection”

Know Who Your Valid Write-In Candidates Are

LIST OF PERSONS WHO FILED A DECLARATION

OF

INTENT TO BE A WRITE-IN CANDIDATE

To the Election Judges, Precinct No. _____

From: _____ Date: _____
(Election Authority)

The following is a list of persons who have filed a Statement of Declaration of Intent to be a Write-in Candidate:

NAME	ADDRESS	OFFICE FOR WHICH THE PERSON SEEKS

Official List of Write-In Candidates

Should not be posted in the polling place

Write-In list can be offered at the voters request.

LIST OF PERSONS WHO FILED A DECLARATION
OF
INTENT TO BE A WRITE-IN CANDIDATE

To the Election Judges, Precinct No. _____

From: _____ Date: _____
(Election Authority)

The following is a list of persons who have filed a Statement of Declaration of Intent to be a Write-in Candidate:

NAME	ADDRESS	OFFICE FOR WHICH THE PERSON SEEKS

Polling Place Entrance Sign



Public Roadway Polling Place Sign



Post Voting Instructions In Polling Place & Booths

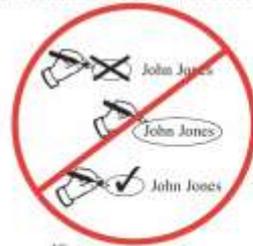
HOW TO VOTE

Fill in the oval next to the candidate's name



DO NOT MARK YOUR BALLOT IN THE FOLLOWING MANNER

NO



How To Cast A Write-In Vote

1. On your ballot, find the office for which the candidate is running



2. Print the candidate's name on the Write-In line for that office



3. Fill in the oval next to the candidate's name



TWO FORMS OF EQUIPMENT

Tabulator & TSx Touchscreen



Instructions will be provided...

OPENING THE POLLS				
<p>1. </p> <p>Place all the Accu-Vote instruction signs in each Voting Booth.</p>	<p>2. </p> <p>Place all the Accu-Vote and other Polling Place signs on the wall.</p>	<p>3. </p> <p>A. Unlock the front bottom lock and open the ballot box. Verify that all three compartments in the ballot box are empty.</p> <p>B. Close and re-lock the ballot box.</p>	<p>4. </p> <p>A. Unlock the front door (top lock) of the ballot box.</p> <p>B. Place the Accu-Vote unit into position leaving enough space to reach the power switch in the back. Connect the power cord through the chute in the ballot box then into an electrical outlet.</p>	<p>5. </p> <p>A. Verify the Memory Card Seal is not broken.</p> <p>B. Unlock and remove the printer cover.</p>
<p>6. </p> <p>A. Turn on the Accu-Vote unit using the red switch in the back. The Zero Tape will begin printing.</p> <p>B. Slide the unit into place making sure of the connections.</p>	<p>7. </p> <p>A. Verify that each office has a vote count of zero.</p> <p>B. After taking the Oath of Office, each judge must sign the tape on the lines provided. DO NOT tear off the tape.</p>	<p>8. </p> <p>A. Fold up the Zero Tape and leave it in the printer compartment. Replace and lock the printer cover.</p> <p>B. The LCD display will ask for another copy, select "NO".</p>	<p>9. </p> <p>A. Lock the front door of the ballot box to secure the Accu-Vote unit. Remove the key.</p> <p>B. Verify the precinct number and that the TOT COUNT is set to 0 on the LCD.</p>	<p>POLLS OPEN AT 6:00 AM</p> <p></p> <p>Remember</p> <p>The voter inserts the voted ballot into the Accu-Vote unit.</p> <p>The Ballot Judge must remain eight to ten feet from the ballot box.</p>

ACCUVOTE TABULATOR PREPARATION



Verify
“from the top”
that all
compartments of
the ballot box are
empty





Close and Lock



All

Compartments

**Compartments
Should Remain**

**Locked Until
After 7:00 PM**



**Slide Tabulator
Into Front Slot**



**Make Sure the
Power Cord is
Connected**

Seal on Memory Card

Verify that
the seal is
not broken





**Remove the
Printer Cover**

**Turn On
Red Switch-
Tape Prints**



**Slide
AccuVote
Into Place**



**Verify That Zero
Tape Has No Votes
Cast**

**Compare Tape to
Specimen Ballot**

**Each Judge Must
Sign Zero Tape**

Leave Tape Attached Replace and Lock Cover



Need Another Copy
Lock Ballot Box and Remove Key

Verify That Total Count is Set to Zero



TSX TOUCH SCREEN PREPARATION



Instructions will be provided...

AccuVote TSx™ Quick Reference Guide—Opening the Polls



1. Locate TSx key, power cord, keypad, and headphones.
2. Locate power cord connection on right side of unit and insert the power cord into the top location.
3. Plug the other end of power cord into a standard electrical outlet.



4. If the TSx tablet is not already in the stand, remove it from its case, connect the keypad and place voting label in the stand.
5. Connect headphones by plugging into headphone jack located in the front lower right hand corner of the voting tablet.



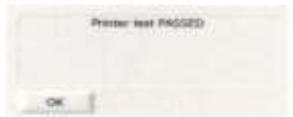
6. Unlock the power switch compartment located on the top left side of the unit. You will have to close the left door to access this compartment.
7. Turn the TSx unit on by pressing the red button inside this compartment.
8. Lock the power switch compartment.



9. Open printer housing by lifting up the printer door to locate lock and use key to unlock. Lift up printer lid to view paper.



10. Once the unit has run some tests you will see the "Initial Printer Hardware" screen. Your printer has already been installed for you. However, you must test the printer by touching the "Test Printer" button on the screen.



11. Once the printer test is complete, you will see a screen that says "Printer test PASSED". Press the "OK" button on the screen.



12. Press the "OK" button on the "Initial Printer Hardware" screen. Your zero report will begin printing.



13. Review the zero report and make sure it shows 0 ballots cast and each candidate has 0 votes. All judges in the polling place must sign the zero report. If you need more space to sign, carefully pull more paper through the printer.
14. Press "NO" when asked if you need another copy.



15. Press "Start Take-Up" on the screen and the paper will begin spooling into the security cabinet.
16. Once the zero report has been spooled into the cabinet, press "OK" on the screen.
17. Put the printer lid back down and lock.



18. The screen should look similar to the above picture. Also listed on the top of the screen should be the Election Name and your voting center.
19. The TSx opening is complete.

Be sure to locate and connect....



Keypad



Headphones



Power Cord

Locate the TSx Key...



Unlock the
power switch
compartment



Turn on by
pressing the
RED button



Re-lock the
power switch
compartment

Unlock and Open the Printer Cover



Test Printer

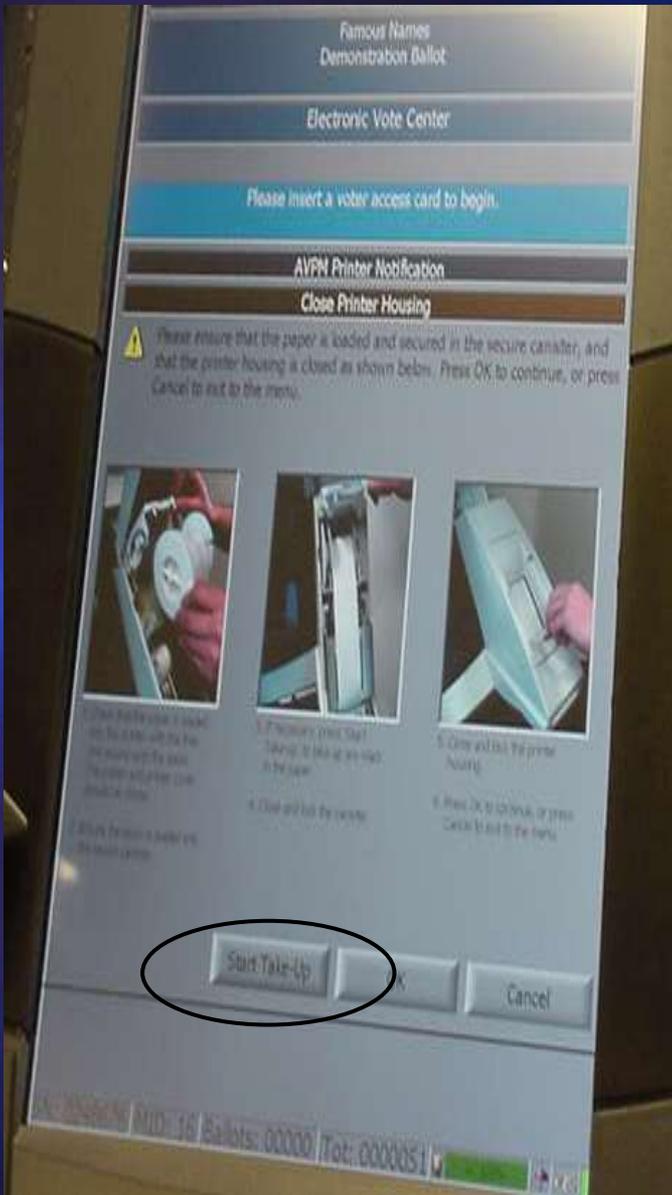
“Zero Tape” Prints

Compare Tape to Specimen Ballot

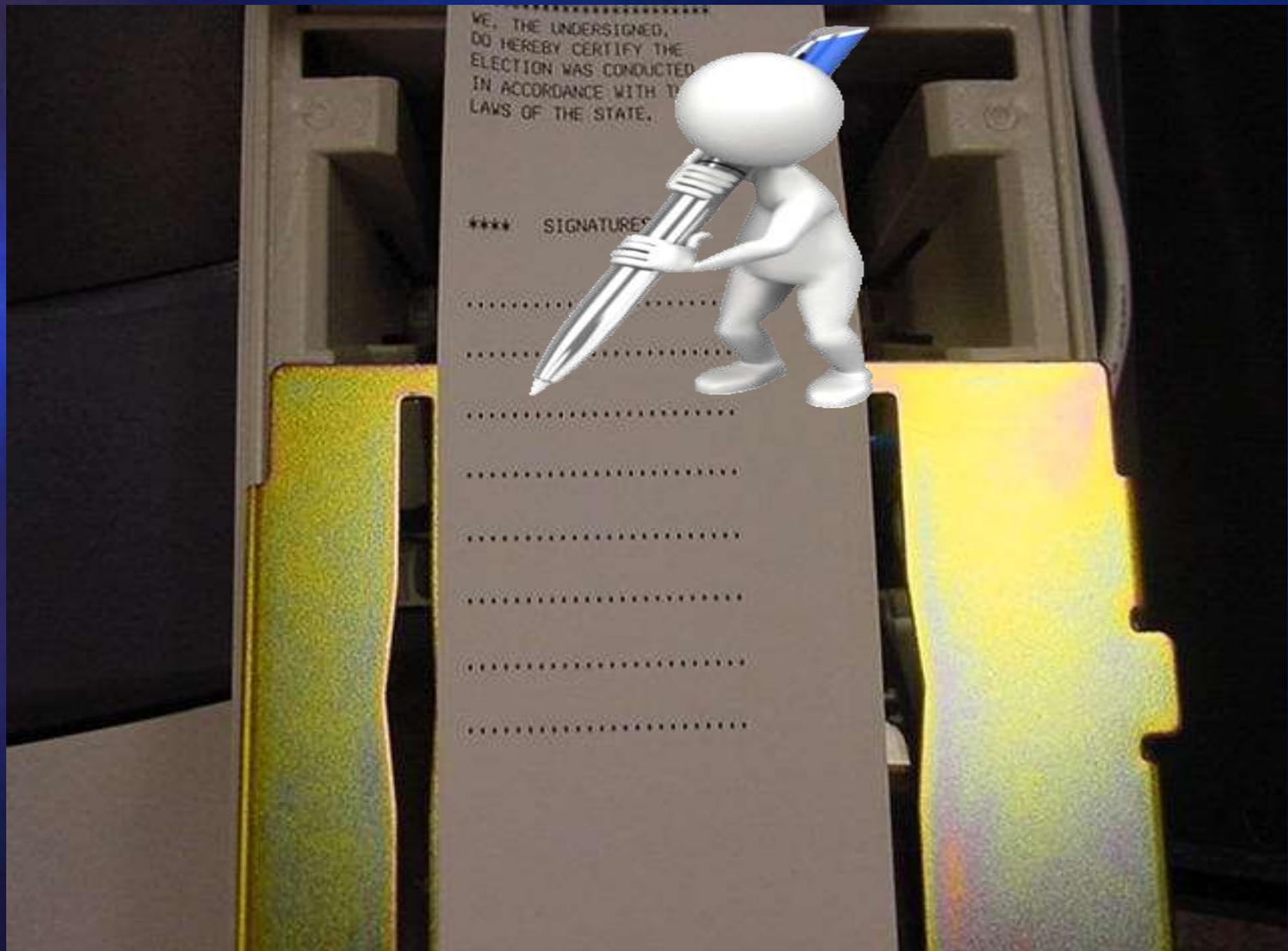
Press

“Start Take-Up”

Button



All Judges Must Sign



Close and lock printer cover



The TSx is Ready



Pollwatchers



✓ **Before**

✓ **During**

✓ **After**

Pollwatcher Qualifications

- ✓ Registered Voter in Illinois
- ✓ Credentials must be issued by election authority or State Board of Elections
- ✓ Appointed by: candidates, political parties, qualified civic organizations, State civic organizations, proponents and opponents to a proposition
- ✓ Must have separate credential for each precinct they enter

STATE BOARD OF ELECTIONS
STATE OF ILLINOIS



EXECUTIVE DIRECTOR
Steven S. Sandross

POLLWATCHER CREDENTIALS

2329 S. MacArthur Blvd
Springfield, Illinois 62704-4603
217/782-4361 TTY: 217/782-1518
Fax: 217/782-5869

James R. Thompson Center
100 W. Randolph St., Ste 14-100
Chicago, Illinois 60601-3232
312/854-6668 TTY: 312/854-6431
Fax: 312/854-6485

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Dotty J. Coffey
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Casandra E. Watson

TO THE JUDGES OF ELECTION:

Pollwatcher Information		Authorized to act as a pollwatcher in	
Name		Name of Precinct	
Street Address		Ward (if applicable)	
County of Residence		Township or Municipality	
Township or Municipality of Residence		Election	
		Date of Election	

In accordance with the provisions of the Election Code, the undersigned hereby appoints the individual listed above to act as a pollwatcher in the precinct and at the election also listed above.

Appointing Party or Candidate Name		_____ Signature of Appointing Authority
Title of Appointing Officer		

Chairman - State Board of Elections

Vice Chairman - State Board of Elections

Under penalties of law pursuant to 10 ILCS 509-10, the undersigned pollwatcher certifies that he or she resides and is duly registered to vote at:

_____ Address	_____ Township or Municipality
_____ County	_____ Illinois State
_____ Precinct and/or Ward in which Pollwatcher resides	_____ Signature of Pollwatcher

Pollwatcher Credentials

Must be collected

Use a Sign-In Sheet

Return to Election Authority

Pollwatcher Rights

- ✓ May observe all proceedings and records relating to the conduct of the election
- ✓ May come and go throughout the day
- ✓ May call attention to incorrect procedure
- ✓ May challenge qualifications of voter
- ✓ Secrecy of the ballot must be maintained

Who else may be present at the polls on Election Day?

- ✓ Law Enforcement Officials
- ✓ Representatives of
 - State Board of Elections
 - State's Attorney and Attorney General
 - Election Authority



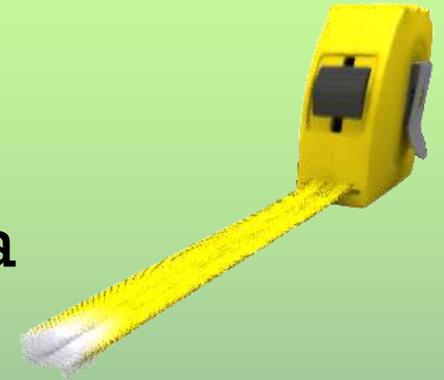


**Campaign
Free Zone**

- No Campaign Buttons
 - No Campaign Signs
 - No Electioneering

Campaign Free Zone

- 100 Horizontal Feet
- Markers or Cones to designate area
- More than one floor?
- Business/Church/School (outside the building)
- Churches and Private School's have the option to not allow any electioneering on their property



During Voting Hours

*What do I
do first?*



At 6:00 a.m.

- ✓ Announce that “Polls are Open”
- ✓ Unlock the doors
- ✓ Replace missing judges
- ✓ Collect “Pollwatcher Credentials”



A LIST WILL BE PROVIDED FOR ALL:

- ✓ Early
- ✓ Grace
- ✓ Vote By Mail

***A voter cannot revoke or cancel a ballot that has already been voted!**

***If a voter was issued a Vote By Mail Ballot, but has not voted it yet, they can surrender it or sign an affidavit and vote in the precinct on Election Day**

Voters May Be Challenged

- ✓ By an Election Judge
- ✓ By a Pollwatcher
- ✓ By another Voter



Reasons For Challenges

- ✓ No record of registration
- ✓ Not the same person as registered voter
- ✓ Voter has moved
- ✓ Voter has already voted (check the list?)
- ✓ Voter has changed name (same precinct?)

Name Change Affidavit

*Any person that changes their name,
but still resides in the same precinct,
(and is otherwise qualified)
may vote after filling out this affidavit!*

AFFIDAVIT OF VOTERS

STATE OF ILLINOIS

COUNTY OF _____

SS.

_____ TOWNSHIP _____ PRECINCT _____ WARD

I, _____, do solemnly swear (or affirm) that I am a citizen of the United States; that I am 18 years of age or older (or for a General Primary, that I am 17 years of age or older and will be 18 by the General Election); that I have resided in this State and in this election district 30 days next preceding this election; that I have not voted at this election; that I am a duly qualified voter in every respect; that I now reside at _____, town, city or village of _____, in this election district. Email address (optional) _____

(for purposes of e-mail notification only)

MARK APPLICABLE STATEMENT AND FILL IN ANY BLANKS IN THAT STATEMENT:

1. Address Change I have changed my residence to the above address within the past (35 days if precinct registration was held, 27 days if no precinct registration was held) from _____

_____ both of which are in this election district (precinct). Supporting affidavit required or two forms of I.D. required (10 ILCS 5/4-16). Identification: if used, both must show current residence address

1. _____ 2. _____
Supporting affidavit required only in counties over 500,000 population and Boards of Election Commissioners (10 ILCS 5/9-23, 6-53).

2. Name Change I have changed my name from _____ to the name signed below. I am the same person now registered from the above address in this election district (precinct).

Supporting affidavit or two forms of I.D. required (10 ILCS 5/4-16). Identification: if used, both must show current residence address

1. _____ 2. _____

3. Card not in Binder/ Name on List My name appears on the printed pollsheet of voters and my name has not been erased or withdrawn from the register of voters, however my card is not in the precinct binder, and I do possess a valid voter's I.D. (in counties under 500,000 population). Supporting affidavit or two forms of I.D. required (10 ILCS 5/4-15, 4-22).

Identification: if used, both must show current residence address

1. _____ 2. _____
Two supporting affidavits required only in counties over 500,000 population and Boards of Election Commissioners (10 ILCS 5/5-29, 6-66).

4. Assisted Voter I cannot read or write the English language and hereby request assistance (10 ILCS 5/7-48, 17-14). Complete assisted voter affidavit.

Voter Affidavit

Change of Residence

Name Change

Name on List, But No Digitized Signature to Compare

Vote By Mail Ballot not Received

9-1-1 Address Change

BALLOT ENTITLEMENT CHART



General Election—November 8, 2016

BALLOT ENTITLEMENT CHART- A GUIDE FOR ILLINOIS ELECTION JUDGES

Close of Regular Registration is October 11, 2016

Close of Paperless Online Voter Registration is October 23, 2016

Grace Period Registration and Voting – October 12, 2016 through Election Day, November 8th at the EA Office, polling place or other designated locations

Grace Period Registration and Voting in the EA Office, polling place or other designated locations require the voter to provide 2 forms of identification

Circumstance of Voter	Required Forms or Action	Ballot Type the Voter is Qualified to Vote
(1) Registered voter who is registered at the correct provided address listed on your verification forms (poll book or application)	Application	Voter is qualified for a full ballot at his/her polling place or any designated early voting site
(2) Registered voter who moved more than 30 days (prior to October 9 th) within the jurisdiction and did not transfer his/her registration	Application and Address Correction Form for Fail Safe Voter	Federal Offices Only Ballot in his/her old polling place; OR if the voter prefers to vote a full ballot, the voter must register to vote through Grace Period Registration and Voting at one of the designated locations* [42 U.S.C. 1973ggg-6(a)(2)(A)(i); 10 ILCS 5/4-50, 5/5-50, 5/6-100]
(3) Registered voter who moved more than 30 days (prior to October 9 th) out of the jurisdiction and did not transfer his/her registration	Registration is required through Grace Period Registration and Voting*	Voter is not qualified for a ballot; UNTIL the voter registers to vote through Grace Period Registration and Voting at one of the designated locations* [10 ILCS 5/3-1, 5/17-10, 5/4-50, 5/5-50, 5/6-100]
(4) Registered voter who moved within 30 days (October 9 th – November 8 th) out of his/her precinct, but still resides in the State , and did not transfer registration	Application and Voter Affidavit	Voter is qualified to vote a full ballot in his/her old polling place; OR the voter may update his/her registration through Grace Period Registration and Voting at one of the designated locations and cast a ballot for the districts and offices designated for his/her new address* [10 ILCS 5/3-1, 5/17-10, 5/4-50, 5/5-50, 5/6-100]
(5) Registered voter who moved during the 27 day period (October 12 th – November 8 th) prior to the election in the same precinct	Application and Voter Affidavit	Voter is qualified to vote a full ballot; OR the voter may update his/her registration through Grace Period Registration and Voting at one of the designated locations and cast a ballot for the districts and offices designated for his/her new address* [10 ILCS 5/4-16, 5/5-23, 5/6-53, 5/17-10, 5/4-50, 5/5-50, 5/6-100]
(6) Registered voter who changed his/her name before the election, still resides in the same precinct , is otherwise qualified, and did not update his/her registration information	Application and Voter Affidavit	Voter is qualified to vote a full ballot at his/her polling place or designated early voting site [10 ILCS 5/4-16, 5/5-23, 5/6-54, 5/17-10]
(7) Registered voter who changed his/her name before the election, moved outside of his/her precinct , prior to October 12 th , and did not transfer or update his/her registration information	Registration is required through Grace Period Registration and Voting*	Voter is not qualified for a ballot; UNTIL the voter registers to vote through Grace Period Registration and Voting at one of the designated locations* [10 ILCS 5/4-16, 5/5-23, 5/6-54, 5/4-50, 5/5-50, 5/6-100]

Grace Period Registration and Voting in the EA Office, polling place or other designated locations require the voter to provide 2 forms of identification

For information regarding Provisional Voting please refer to the reverse of this chart or Page 2



- ✓ Voter's Registration Cannot be Found
- ✓ Voter is Challenged by Pollwatcher
- ✓ Voter Insists He or She is Eligible to Vote
- ✓ Voter applied for registration at drivers license facility or on-line

**Contact Your Election Authority for
Additional Information and Instruction**

VOTER ASSISTANCE



- ✓ Voters with disabilities
- ✓ Voters who cannot read or write the English language



**If intoxicated...
NO assistance!**

Assisting Voters With Disabilities

- ✓ Ask - Listen
- ✓ Talk naturally
- ✓ Be sensitive
- ✓ Show dignity
- ✓ Speak directly to them
- ✓ Offer assistance

...but don't TAKE OVER!



STATE OF ILLINOIS }
County of _____ } SS.

Revised
January, Aug 2008
SBC No. 0-6
10 ILCS 5/7-48, 17-14
Form 9-2

AFFIDAVIT OF ASSISTED VOTER

FOLLOWING MUST BE COMPLETED - PLEASE PRINT:

TWP.		PCT.	
Last Name (include last 4 letters)	First Name	Middle Initial	
House Number & Street Name	Apt. Number	City or Village	Zip Code

- 1. Assisted Voter By reason of a physical disability of _____ I am unable to mark my ballot and hereby request assistance (10 ILCS 5/7-48, 17-14). Supporting affidavit required below.
 - 2. Assisted Voter I cannot read or write the English language and hereby request assistance (10 ILCS 5/7-48, 17-14). Supporting affidavit required below.
- I hereby request that I be assisted in voting by _____
Name of Person(s) Assisting Voter

I do solemnly swear that I am a citizen of the United States, that I now reside in the township and precinct of DuPage County, Illinois, as stated above; that I am a duly qualified voter in said precinct.
So help me God (or "This I do solemnly and sincerely affirm" as the case may be).

Signature (Mark) of Voter

Subscribed and sworn to (or affirmed) by _____ before me, on ____ day of _____, 20____

Signature of Judge of Election

TO THE PERSON PROVIDING ASSISTANCE TO VOTERS

YOU HAVE BEEN SELECTED BY A VOTER TO PROVIDE VOTING ASSISTANCE. UNDER ILLINOIS LAW, ONLY VOTERS WHO ARE BLIND, PHYSICALLY DISABLED OR UNABLE TO READ OR WRITE THE ENGLISH LANGUAGE MAY BE ASSISTED BY A RELATIVE OR FRIEND. INDIVIDUALS WHO CANNOT ASSIST VOTERS INCLUDE THE VOTER'S EMPLOYER, AGENT OF THAT EMPLOYER, OFFICER OR AGENT OF THE VOTER'S UNION.

YOU MUST MARK THE BALLOT AS DIRECTED BY THE VOTER. INDIVIDUALS WHO MAKE ANY ATTEMPT TO INFLUENCE THE VOTER'S CHOICE OF CANDIDATES, PARTY OR VOTES IN RELATION TO A PUBLIC QUESTION, OR TO MARK THE BALLOT OTHER THAN AS DIRECTED BY THE VOTER MAY BE GUILTY OF A CLASS 3 FELONY. IF YOU CANNOT TELL THE VOTER'S INTENT, YOU MUST NOT MARK THE BALLOT IN ANY WAY. YOU MAY NOT SUBSEQUENTLY DIVULGE THE VOTER'S INSTRUCTED SELECTION OF CANDIDATE(S) OR PUBLIC QUESTION(S).

OATH OF ASSISTANCE (Complete when statement 1 or 2 is marked)

I state that I am/we are qualified and gave assistance to _____ whose sworn statement appears above. I further state that I did not attempt to influence the voter's choice of candidates, party or votes in relation to any public question and have cast the ballot as directed by the voter. Under the penalties prescribed in Article 29 of the Election Code, the undersigned certifies that the statements set forth in this certification are true and correct.

Signature of Individual Rendering Assistance

OR

Signature of Democratic Judge

Signature of Republican Judge

Election Judge Administering Oath

Affidavit of Assisted Voter

Must be completed EVERY time a voter receives assistance in the voting booth

Assisted Voter Affidavit

- ✓ Signed by Voter
- ✓ Signed by those assisting
- ✓ Affidavit spindled with application

Assistance Can Be Given By



- ✓ Friend or Relative
- ✓ Two Judges of Election

Voters should not be offered assistance without filling out an “Assisted Voter Affidavit”!

Assistance Cannot Be Given By:

- ✓ **The Voter's Employer**
- ✓ **An Agent of the Voter's Employer**
- ✓ **An Officer of the Voter's Union**
- ✓ **An Agent of the Voter's Union**

Treat All Voters as Personally Invited Guests

“Do you have any questions...

If so, we are here to help you”



All Voters Should Be Treated With...



- ✓ **Patience**
- ✓ **Common Sense**
- ✓ **Consideration**
- ✓ **Courtesy**
- ✓ **Respect**

Judge's Station One Application Judge

APPLICATION TO VOTE - CERTIFICATE OF REGISTERED VOTER
ELECTIONS DATE: _____

FOR PRESENCE USE ONLY

Democratic Republican Independent Other _____

VOTER NAME AND ADDRESS

Name: _____
Email: _____
City/Zip: _____

CERTIFICATE OF REGISTERED VOTER

I, _____, do hereby certify that I am registered to vote in the _____ Precinct of the _____ County of _____ State of _____ and I am qualified to vote.

I have signed my name on the line below.

VOTER'S SIGNATURE

VOTER INFORMATION

PRECINCT: _____

UNIT OF GOVERNMENT

COM	LEG	REP	C.B.

FOR OTHER USE ONLY

Make a copy of this form and keep it for your records. If you have any questions, please call the County Clerk's Office at (505) 555-1234. This form is subject to change without notice. © 2010 State of Oregon. All rights reserved.

- ✓ Voter states his/her name & address
 - Does name & address match registration?
- ✓ Verify voter has not already voted
 - check your list!
- ✓ Complete application



REMEMBER...

Grace Period Registration is now extended from the regular close of registration through the closing of the polls on Election Day!



Judge's Station Two

Verification Judges

(Two Judges of opposite parties)

- ✓ Locate voter's verification record
- ✓ Compare signature and address
- ✓ Determine correct ballot style
- ✓ Initial application /return it to voter



Judge's Station Three

Ballot Distribution Judge

- ✓ Check application for judge's initials and ballot style
- ✓ Spindle application and number consecutively
- ✓ Determine/locate correct ballot sheet

Judge's Station Three

Ballot Distribution Judge

- ✓ Initial ballot sheet in **RED** ink
- ✓ Direct voter to voting booth
- ✓ Provisional ballots
- ✓ Spoiled ballots

Ballot Distribution Station

As each voter is handed their ballot:

- ✓ Offer instruction reminders
- ✓ Demonstrate use of ballot privacy cover

BALLOT PRIVACY COVER

A REMINDER WHEN VOTING:
DARKEN THE OVAL
WITH THE MARKING PEN PROVIDED.



AFTER VOTING:

1. Place Privacy Cover over ballot, for privacy.
2. Proceed to Judge of Elections near the ballot box, to verify the top corner of your ballot has been initialed.
3. Insert ballot into the AccuVote Tabulator.



Return Ballot Privacy Cover to Ballot Box Judge.

EL2106
© 2011 Election Systems & Software, Inc.

Judge's Station Three

Ballot Distribution Judge

Voter Card Encoder

- ✓ Turn on
- ✓ Insert "Voter Access Card"
- ✓ Check "Legend" for corresponding ballot style
- ✓ Press * for (M)agnify, (V)oice & (H)ide
- ✓ Press "YES" to create the "Voter Access Card"
- ✓ Remove card & hand to voter

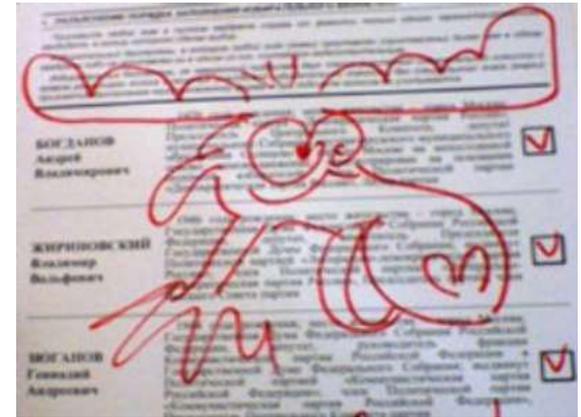
Track Your Numbers

*If you are
“in balance” every hour
you will be “in balance”
when the polls close!*



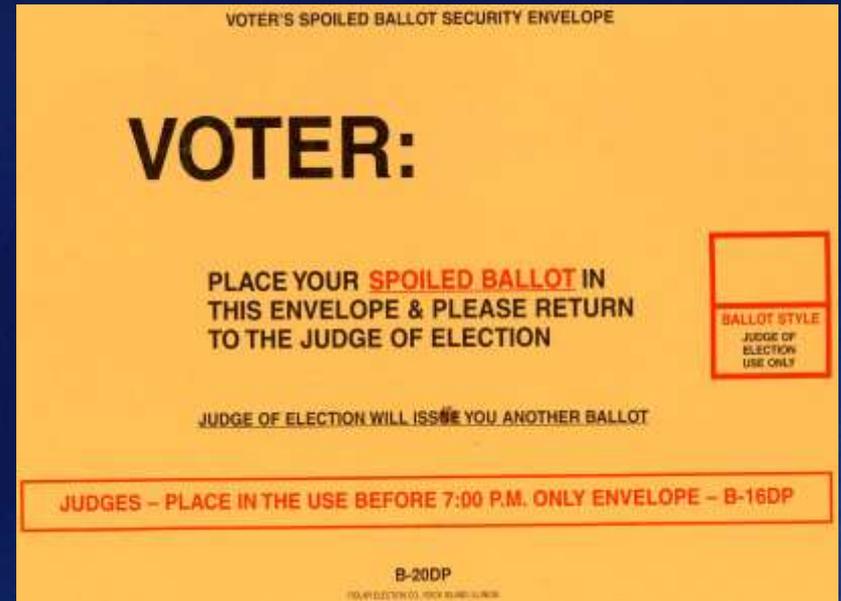
Spoiled Ballot...

- ✓ Voter should request a new ballot
- ✓ Judge will mark the voter's application
- ✓ Ballot will be placed in the "Before 7:00" envelope for spoiled ballots
- ✓ Voter will process and tabulate the corrected ballot as normal

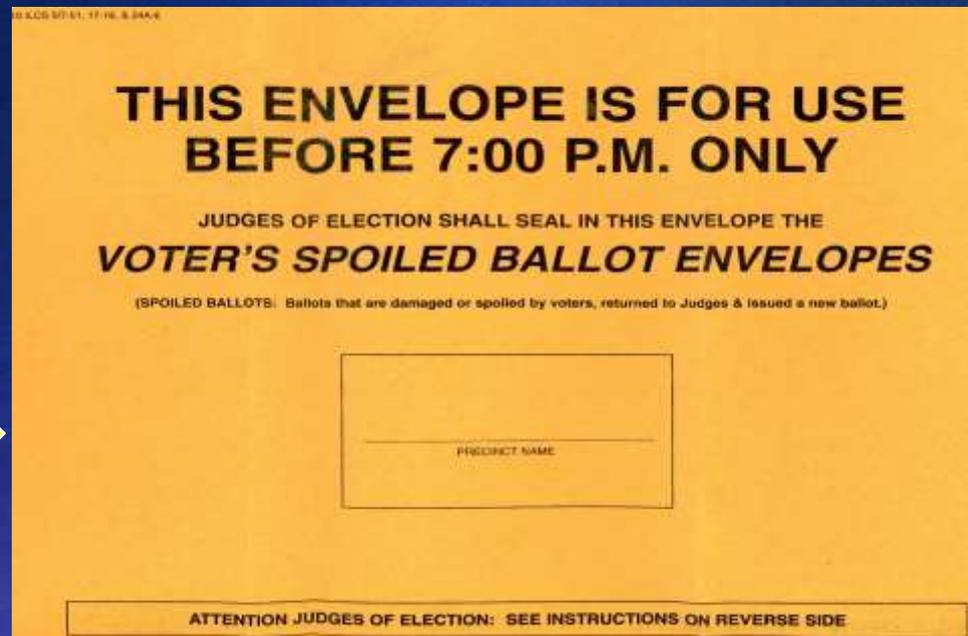


ALWAYS BE KIND!

Voter places their spoiled ballot in envelope →



Election judge places all spoiled ballot envelopes in this larger envelope →



Spoiled Ballot Envelope

All
spoiled ballots
are placed in
this envelope
together



THIS ENVELOPE IS FOR USE
BEFORE 7:00 P.M. ONLY

JUDGES OF ELECTION SHALL SEAL IN THIS ENVELOPE THE
VOTER'S SPOILED BALLOT ENVELOPES

(SPOILED BALLOTS: Ballots that are damaged or spoiled by voters, returned to Judges & issued a new ballot.)

PRODUCT NAME

ATTENTION JUDGES OF ELECTION: SEE INSTRUCTIONS ON REVERSE SIDE

Judge's Station Four

Ballot Box Judge



- ✓ Checks ballot for judge's initials
- ✓ Voter inserts ballot into tabulator
- ✓ Checks voting booths
- ✓ No one should interfere with voter

Smile and remain calm!

REMEMBER...



When an under-voted ballots is cast

-For a statewide constitutional office (Governor, Lieutenant Governor, Attorney General, Secretary of State, Comptroller and Treasurer)

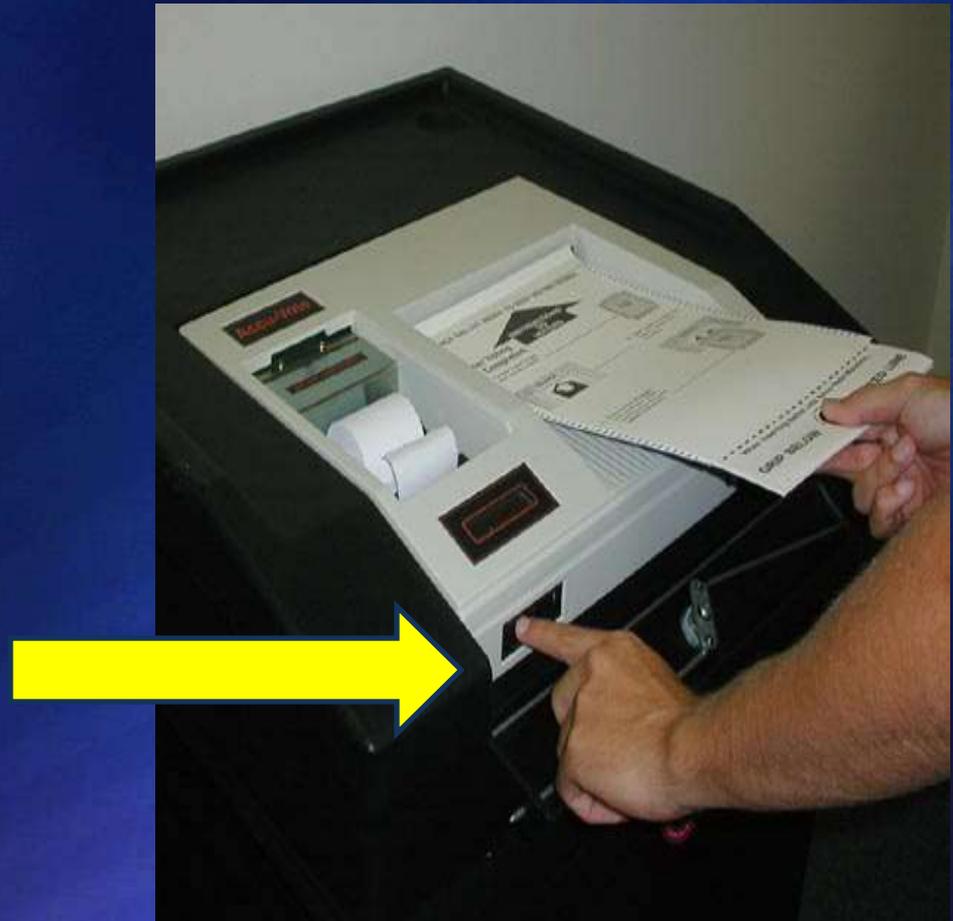
...THE VOTER WILL BE NOTIFIED

PROCESSING THE UNDER-VOTED BALLOT

Override the Ballot

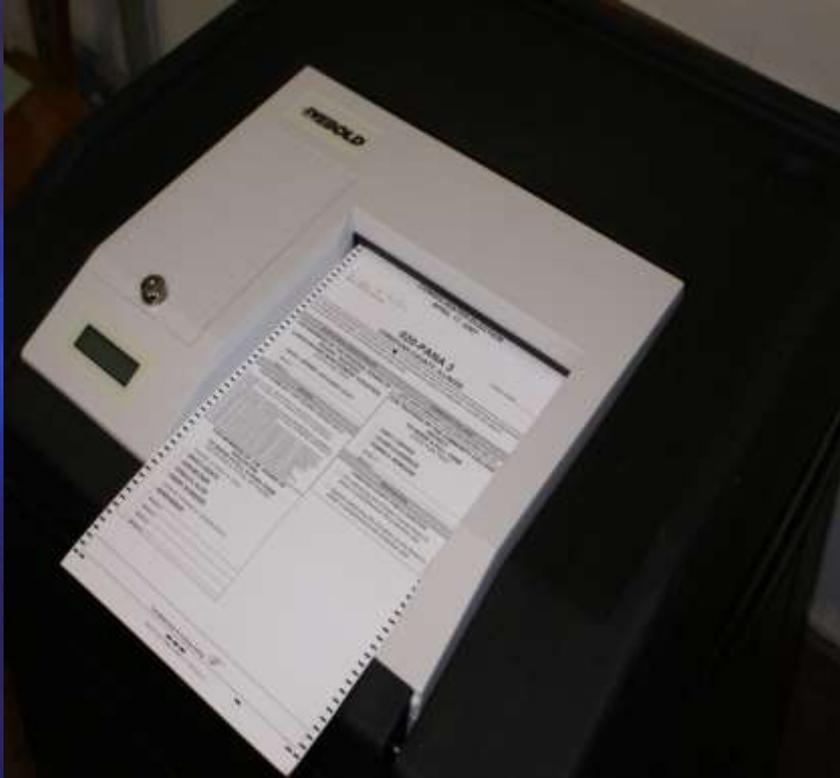
by pushing the

**“YES”
button**



Judge's Station Four

Possible Problems



Tabulator returns ballots-

- ✓ Under-voted
- ✓ Over-voted
- ✓ Cannot be read

Read display-

Have voter-

- ✓ Re-insert ballot
- ✓ Place in emergency bin
- ✓ May accept if under-voted
- ✓ May remake if over-voted

Be Discreet!

Auxiliary/Emergency Bin

Voting should
never stop!





READ DISPLAY CAREFULLY FOR JAMMED BALLOTS

- ✓ If display reads:
“Counted ballot jammed in reader”
...drop ballot into the ballot box

- ✓ If display reads :
“Returned ballot jammed in reader”
...reinsert ballot into the tabulator

Curbside Voting



- ✓ Notify election authority / day before
- ✓ Two judges/one each party/50 feet
- ✓ Voter completes application
- ✓ Signature verification
- ✓ Ballot delivered outside/marked in secrecy
- ✓ Two judges deposit ballot in tabulator



Why Do We Have Provisional Voting?

- ✓ Ensure qualified voter has a chance to vote
- ✓ Reduce Confrontation
- ✓ Complete Review of Information
- ✓ Correct mistakes in registration process
- ✓ Update Voter Records
- ✓ Register for future elections

When Is A Provisional Ballot Cast?



- ✓ Judges have no record of the individual, and individual refuses to register on election day
- ✓ Voter's voting status has been challenged
- ✓ Voter did not provide identification when registering by mail, and cannot provide it in person when voting on election day

When Is A Provisional Ballot Cast?



- ✓ Court order extends the time for closing the polls past 7:00 p.m.
- ✓ Voter's name appears on list of voters who voted during early voting, but voter claims he/she didn't
- ✓ Voter admits receiving vote by mail ballot, but didn't return it
- ✓ Voter attempted to register on election day, but failed to provide ID



Provisional Procedures

- ✓ Verify that the voter's address is within that respective precinct's boundaries
- ✓ If NOT in the correct precinct, contact your election authority to locate the correct polling place assigned to that address

***Ballots may now partially be counted
if cast in the wrong precincts!***

Provisional Voter Affidavit

✓ Voter and Election Judge both have sections to complete

✓ Election Judge keeps this while the voter votes the ballot

Instructions for Provisional Voting

- Voter must complete the affidavit and sign in the space provided.
- In the **"TO BE COMPLETED BY JUDGE OF ELECTION"** box:
 - * Judge must check the appropriate boxes
 - * Judge must sign their name in the space provided.
- Issue the voter the appropriate Provisional Ballot.
- After voting, the voter must seal the ballot in the Secrecy Provisional Ballot Envelope and return it to a Judge of Election.
- Give the voter the second copy of this affidavit (Voter Copy).
- Follow the directions from the Election Authority as to placement of the sealed Secrecy Provisional Ballot Envelope containing the voted ballot.

PR 09140	AFFIDAVIT of PROVISIONAL VOTER	PRECINCT																		
TO BE COMPLETED BY VOTER: (Please Print)																				
Last name (DO NOT WRITE IN THESE SPACES)	First Name	Middle Initial																		
Telephone Number																				
Legal RESIDENCE (DO NOT GIVE P.O. BOX)	House Number & Street Name	Apt. Number																		
City or Village	Zip Code																			
Date of Birth (MM/DD/YY)	Last four digits of Social Security Number	Drivers License Number																		
		State I.D. Card Number																		
<p>State of Illinois, County Of _____; I do solemnly swear (or affirm) that: I am a citizen of the United States; I am 18 years of age or older; I have resided in the State of Illinois and in the election precinct in which I reside for 30 days preceding this election; I have not voted in this election; I am a duly registered voter in every respect; and I am eligible to vote in this election.</p> <p>To expedite the verification of your voter registration status, the Election Authority requests that you include your Phone Number and both the last 4 digits of your Social Security Number and your Driver's License Number or State I.D. Card Number issued to you by the Secretary of State.</p> <p>At minimum, you are required to include either: (A) the last 4 digits of your Social Security Number or (B) your Driver's License Number or State I.D. Card Number</p>																				
Date	Signature of Voter																			
TO BE COMPLETED BY JUDGE OF ELECTION																				
Reason for Provisional Ballot (Check All that Apply)																				
<input type="checkbox"/> The voter's name does not appear on either the active or inactive list for the precinct. <input type="checkbox"/> The voter's status has been challenged and sustained by a majority of the judges. <input type="checkbox"/> A Federal or State court order has extended the voting hours beyond 7 p.m. and the voter cast his or her ballot after 7 p.m. <input type="checkbox"/> The voter was required to provide ID at the polling place, and was unable to do so. <input type="checkbox"/> The voters name appears on list of who voted during the early voting period but voter claims not to have voted during the early voting period. <input type="checkbox"/> Returned absentee ballot but not using proper ballot with.	Party Ballot Given to Voter (Check ONE if Primary) <ol style="list-style-type: none"> <input type="checkbox"/> Republican <input type="checkbox"/> Democratic <input type="checkbox"/> Green <input type="checkbox"/> Libertarian (if applicable) <input type="checkbox"/> Nonpartisan <input type="checkbox"/> Other 																			
SIGNATURE OF JUDGE OF ELECTION																				
Supporting Facts or Comments of the Judge of Election or Voter:																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: center;">COUNTY CLERK USE ONLY</th> </tr> <tr> <td style="text-align: center;">S.C.</td> <td style="text-align: center;">S.B.E.</td> <td style="text-align: center;">C.L.W.R. INITIAL</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="3" style="text-align: center;">DETERMINATION CATEGORY</td> </tr> </table>			COUNTY CLERK USE ONLY			S.C.	S.B.E.	C.L.W.R. INITIAL	<input type="checkbox"/>	DETERMINATION CATEGORY										
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DETERMINATION CATEGORY																				
(VOTER COPY) PVB-101 PLATTSMITH, INC. ©2009 P.S.																				

Secrecy Envelope

SECRECY PROVISIONAL BALLOT ENVELOPE

DATE OF ELECTION

PROVISIONAL BALLOT STYLE

PRECINCT NAME

Party Ballot Given to Voter (Check ONE if Primary)

Republican

Democratic

Libertarian (if applicable)

Non Partisan

Why Your Ballot is Provisional

- Your name does not appear on the list of registered voters for this precinct.
- Your registration status has been challenged and a majority of the judges agree. (A challenge may be made by an election judge, pollwatcher, or another voter)
- A court order has extended voting hours beyond 7:00 p.m.
- You registered to vote by mail and are required to show identification at the polling place, but you do not have ID with you on Election Day.

You may submit additional information to the Election Authority (County Clerk or Board of Election Commissioners) to verify your voting status. The information must be **received** by the Election Authority no later than the close of business on the *Thursday following Election Day*.

What must be completed at the polling place?

- Fill out the affidavit you receive from the election judge. You will receive a copy.
- An election judge will mark the affidavit to indicate the reason your vote is provisional. The judge will place the original affidavit and any documentation you provide in the clear plastic pouch on the front of the envelope.
- An election judge will issue a ballot to you. The judge will also give you the provisional ballot envelope.
- After you have completed voting, place the provisional ballot inside the affidavit envelope, seal it and return to the election judge. **If you spoil your ballot, ask a judge for a new ballot. Do not seal the spoiled ballot in the envelope.**

PROVISIONAL VOTER'S BALLOT

VOTER: SEAL BALLOT IN THIS ENVELOPE

TO BE OPENED ONLY BY THE ELECTION AUTHORITY

RETURN THIS SEALED SECRECY PROVISIONAL BALLOT ENVELOPE TO THE JUDGES OF ELECTION

PBV - 1020S
POLAR ELECTION CO., ROCK ISLAND, ILLINOIS

✓ Voter takes this into the booth with them

✓ Voter inserts their completed ballot into the envelope and seals it before exiting the voting booth

Ballot and Affidavit Envelope

- ✓ Affidavit should show through the window of the envelope
- ✓ Insert the sealed Provisional Ballot Envelope behind the affidavit
- ✓ Give the Voter the Provisional Ballot Receipt

PROVISIONAL BALLOT & AFFIDAVIT ENVELOPE

PRECINCT NAME _____

Party Ballot Given to Voter
(Check ONE if Primary)

Republican

Democratic

Libertarian (if applicable)

Non Partisan

- 1) Voter must fill out and sign the affidavit on the reverse side.
- 2) An election judge must fill out and sign the bottom portion of the affidavit.
- 3) Give one copy of the completed affidavit to the voter. The other two copies must remain attached to the envelope.
- 4) Voter must insert voted provisional ballot and seal the envelope.
- 5) Election judges must place this completed envelope in the carrier pouch.

PBV - 10305
Revised November, 2003

Provisionals are returned to the Election Authority in a “separate securable container”

PROVISIONAL BALLOT CARRIER POUCH

PRECINCT NAME

Provisional ballots to be returned to the Election Authority.

Number of voted	GENERAL	REPUBLICAN	DEMOCRATIC	NONPARTISAN	OTHER
	<input type="text"/>				

(FOR USE IN PRIMARY ONLY)

TO BE USED AFTER THE POLLS CLOSE TO RETURN THE PROVISIONAL BALLOTS BACK TO THE ELECTION AUTHORITY.

Voters who qualify

MUST

**be informed of their
right to vote**

Provisionally



Provisional Ballots



Do Not

Go into the Tabulator

2014 GENERAL ELECTION PROVISIONAL RESULTS

32,446 Provisional Ballots cast

72% - Counted

28% - Not Counted

Why not counted???

-No registration found

-No additional documentation

At 6:30 p.m.

Announce that the
Polls will
Close in
One-Half
Hour





Remember to....

VOTE



At 7:00 p.m.



- ✓ Announce the Polls are Closed
- ✓ Only Voters in line at 7:00 may vote
- ✓ Close and Lock the Door
- ✓ Remove Polling Place Signs



Procedures

“After the Polls Close”



Who is authorized to remain in the polls?

- ✓ Election Judges
- ✓ Law Enforcement Officials
- ✓ Authorized poll watcher
- ✓ Representatives of:
 - State Board of Elections
 - State's Attorney and Attorney General
 - Election Authority

Check Auxiliary/Emergency Bin

Remove ballots in
Auxiliary /
Emergency
Bin.

Insert ballots
into tabulator



ACCUVOTE TABULATOR SHUTDOWN

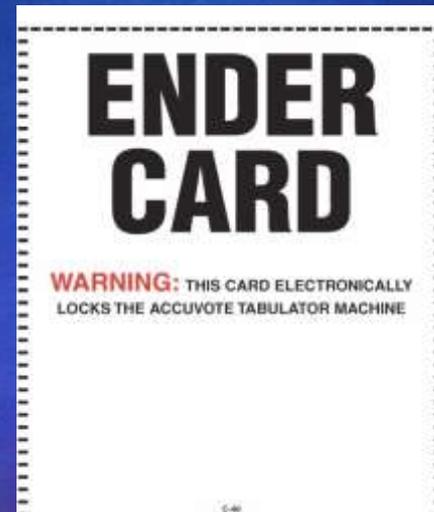


Instructions will be provided...

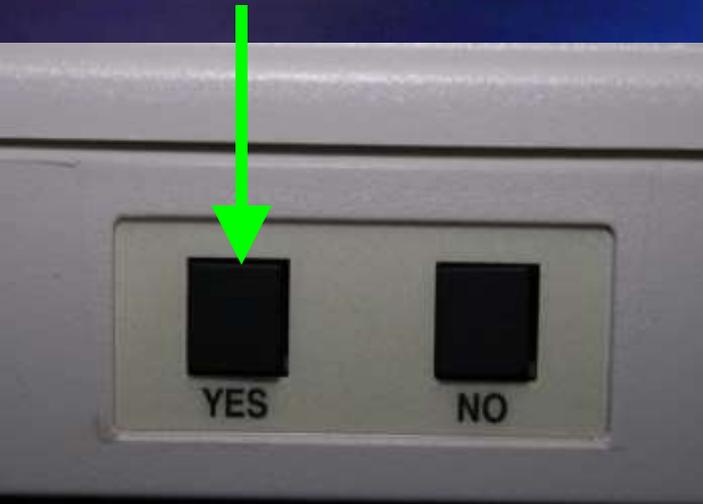
CLOSING THE POLLS		
<p>1.</p>  <p>Open the emergency ballot compartment and process any emergency ballots.</p>	<p>2.</p>  <p>A. Open the front cover and the printer cover. B. One judge must then insert the Ender Card while another presses both "yes" and "no" buttons.</p>	<p>3.</p>  <p>A. Print two copies of the precinct result tape, then all judges must sign in the space given.</p>
<p>4.</p> <p>A. Empty the ballot box located in the rear of the ballot box. Make sure to keep the write-in votes separate. B. Place the voted ballots in the ballot transfer case.</p>		<p>5.</p> <p>The Accu-Vote Tabulator and Ballot Box must then be packed up in the manner it was received.</p>

Closing the Tabulator

- ✓ Remove the printer cover
- ✓ Insert the “Ender Card” while pressing the “Yes” and “No” Buttons
- ✓ Result tapes will print
- ✓ All judges must sign tapes



Need Another Copy?



Print required number
of result tapes - 3



Additional copies may
be printed for
pollwatchers who
request them

Power machine down
with the red button

Return Entire Tabulator to the counting center



TSX TOUCH SCREEN SHUTDOWN



Instructions will be provided...

AccuVote TSx™ Quick Reference Guide—Closing the Polls



1. Insert the Supervisor Card into the card reader.



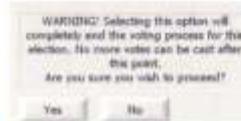
2. In the PIN field, enter the PIN number. Your PIN number is...

1111

3. Remove Supervisor Card.



4. Touch the "End Voting" button.



5. When the warning screen appears, touch the "Yes" button.



6. Unlock the printer housing and lift the cover. The AVPM Printer Notification displays. Touch the "OK" button.



8. If the message "Print Write-in candidates?" appears, touch "YES" button.
9. If there is more than one precinct at your location the message "Print Full Report" will appear. Touch "Yes" button.
10. The message "PRINT LONG REPORT" will appear. Touch "YES" button.



11. All judges must sign the results.
12. Tear the paper below the signatures and remove the Security Cassette from the printer, sign the cassette. The cassette should be sealed with the other voted paper ballots.



13. The message "NEED ANOTHER COPY?" appears. Touch "YES".
14. Touch "OK" when the AVPM Printer Notification displays.
15. Repeat steps 13 and 14 until you have printed a total of four copies. All copies must be signed by every judge in the polling place.



16. After printing the four copies, answer "NO" to the "NEED ANOTHER COPY?" message.
17. Close and lock the printer housing cover.
18. Touch the "Shutdown" button and the AccuVote TSx will turn off.



19. Unplug TBx unit and unplug headphones.
20. Remove the TBx tablet from the stand while carefully unplugging keypad from the back of the tablet.
21. Return the voting tablet to its case for return to the counting center.

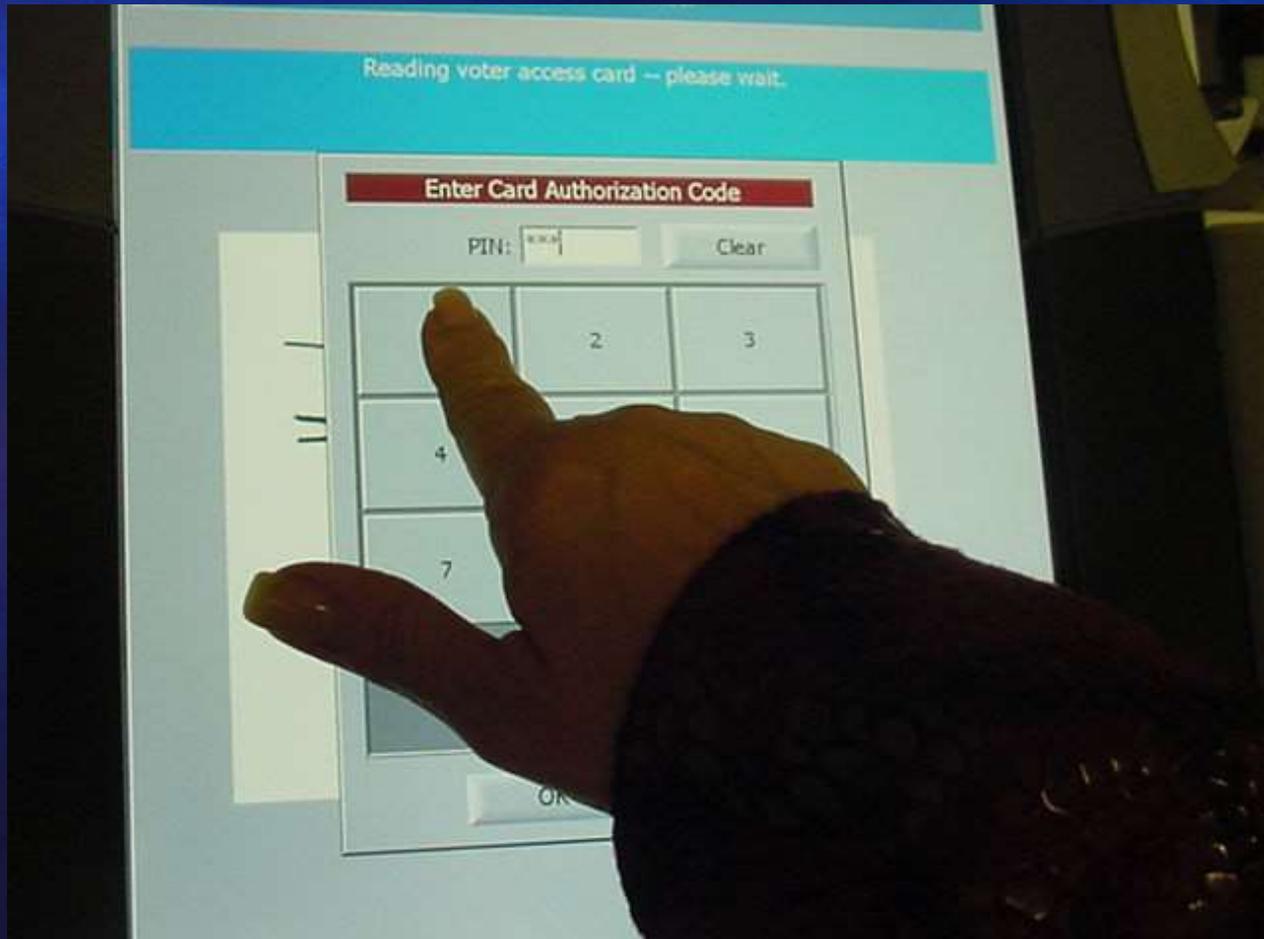
*****CORRECTION*****

On Step 15: Repeat steps 13 & 14 until you have printed a total of ~~two~~ copies (not four). All copies must be signed by every

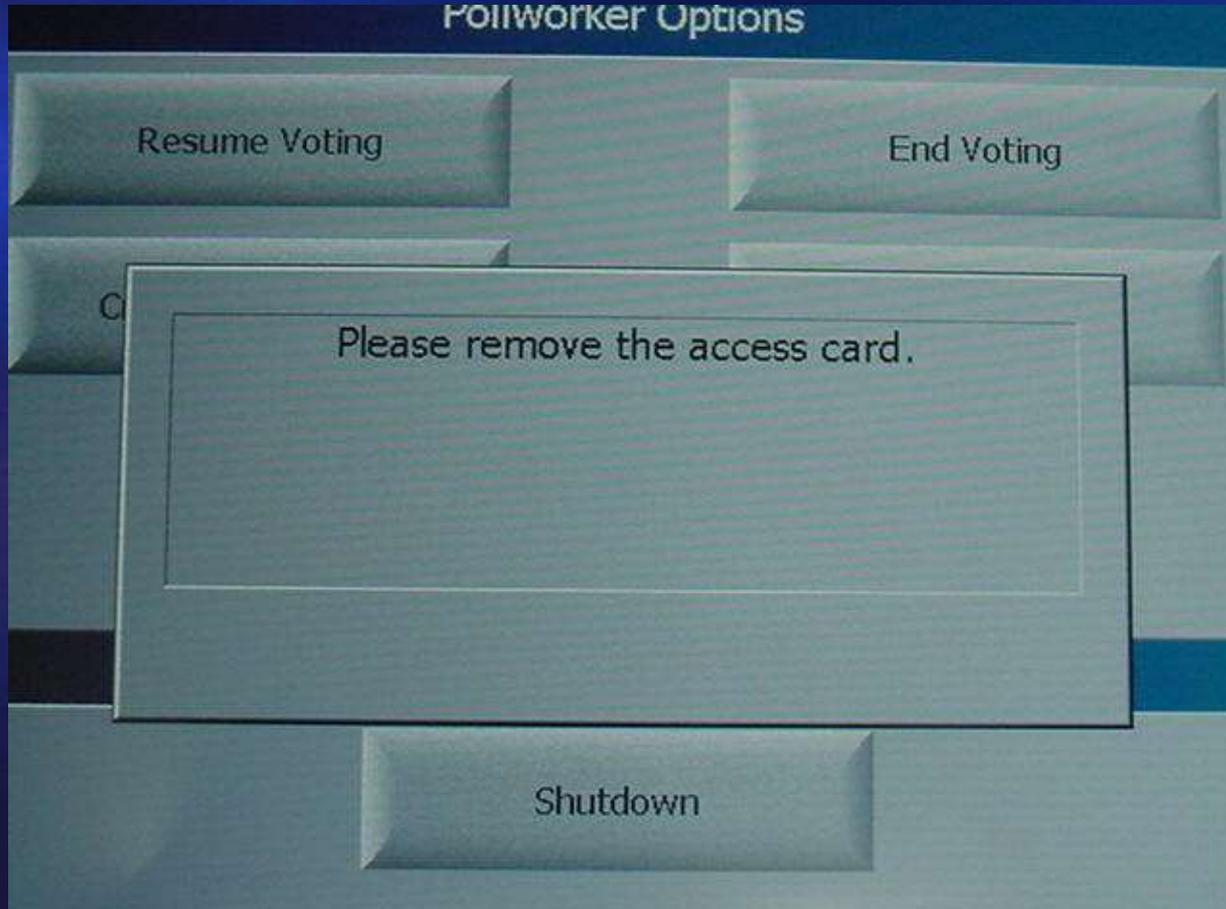
Insert the “Supervisor Card”



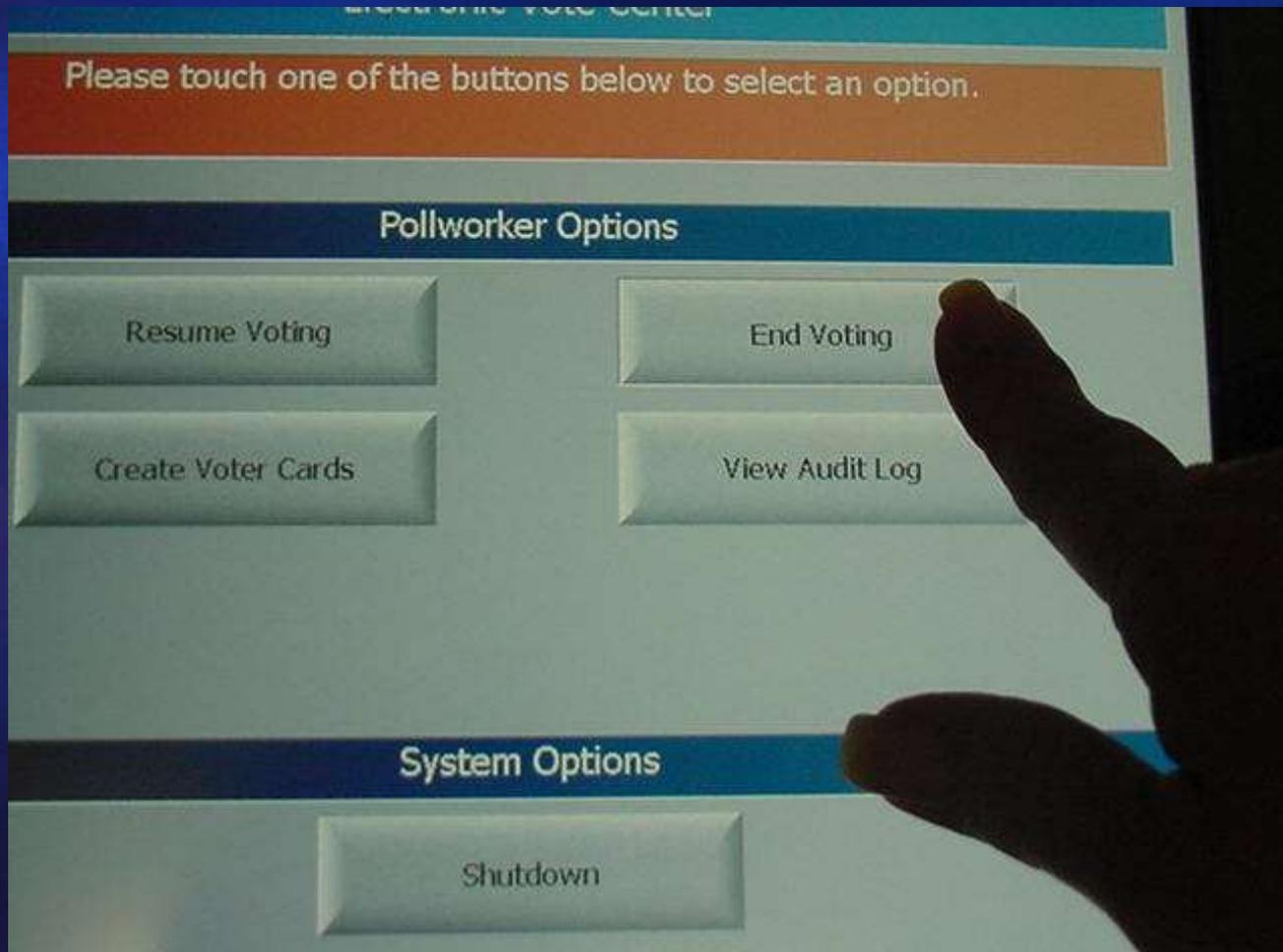
**Enter the “PIN” number
and press “ok”**



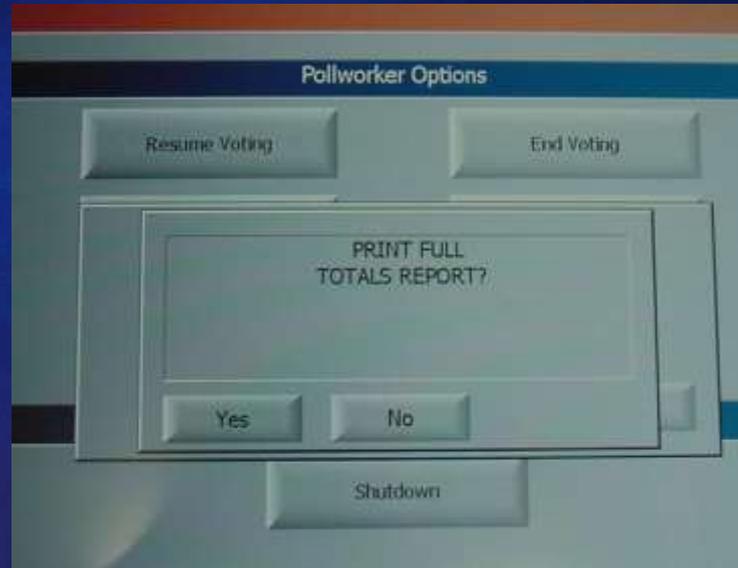
Remove the Supervisor Card



Select “End Voting”



Several questions to answer...



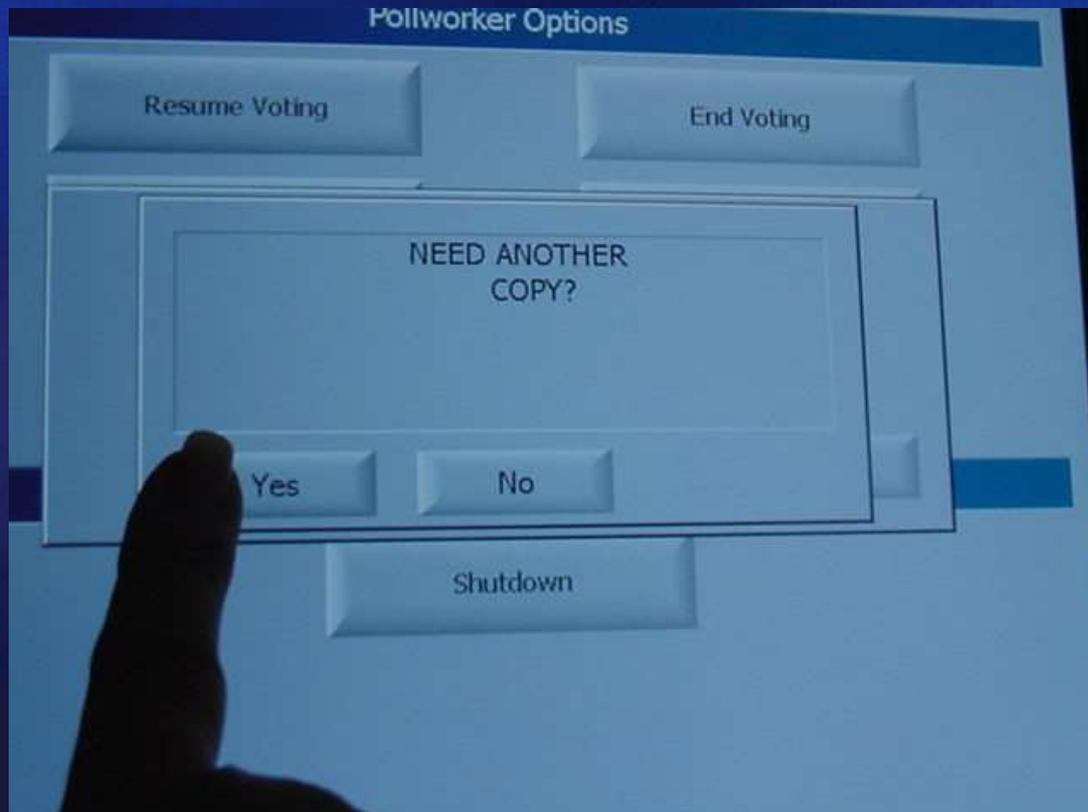
-Print Write-In Candidates - Select "Yes"

-List of several reports to print –

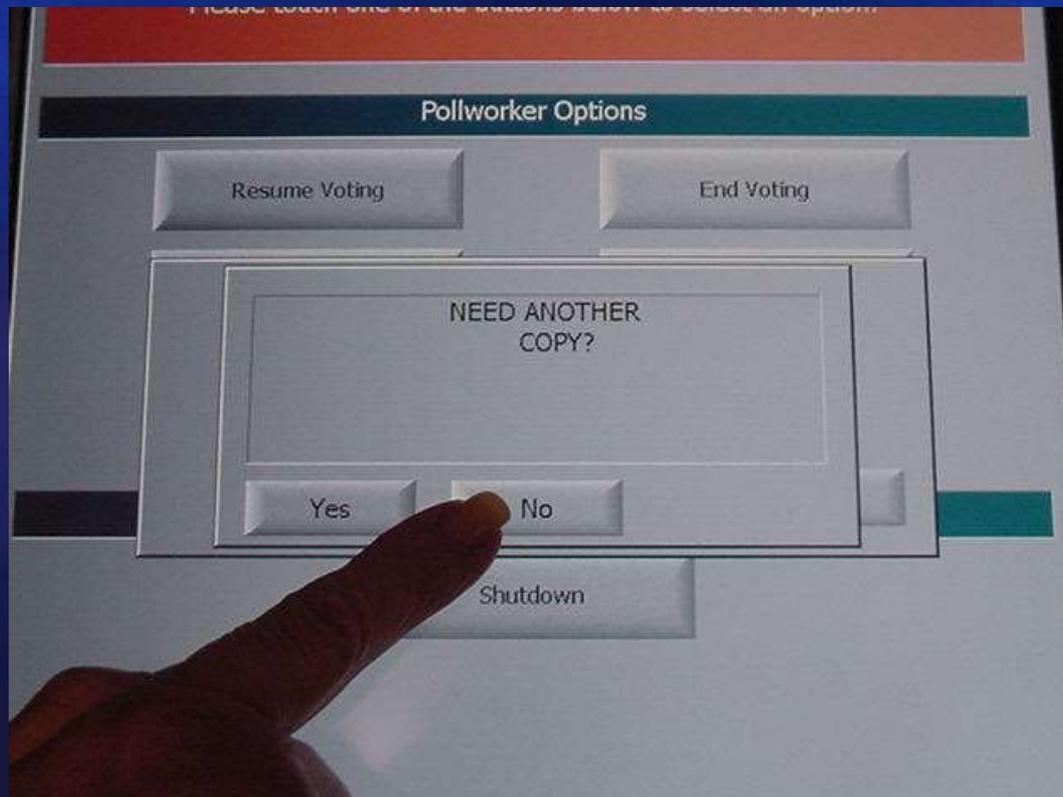
Follow your election authority's instructions

NEED ANOTHER COPY?

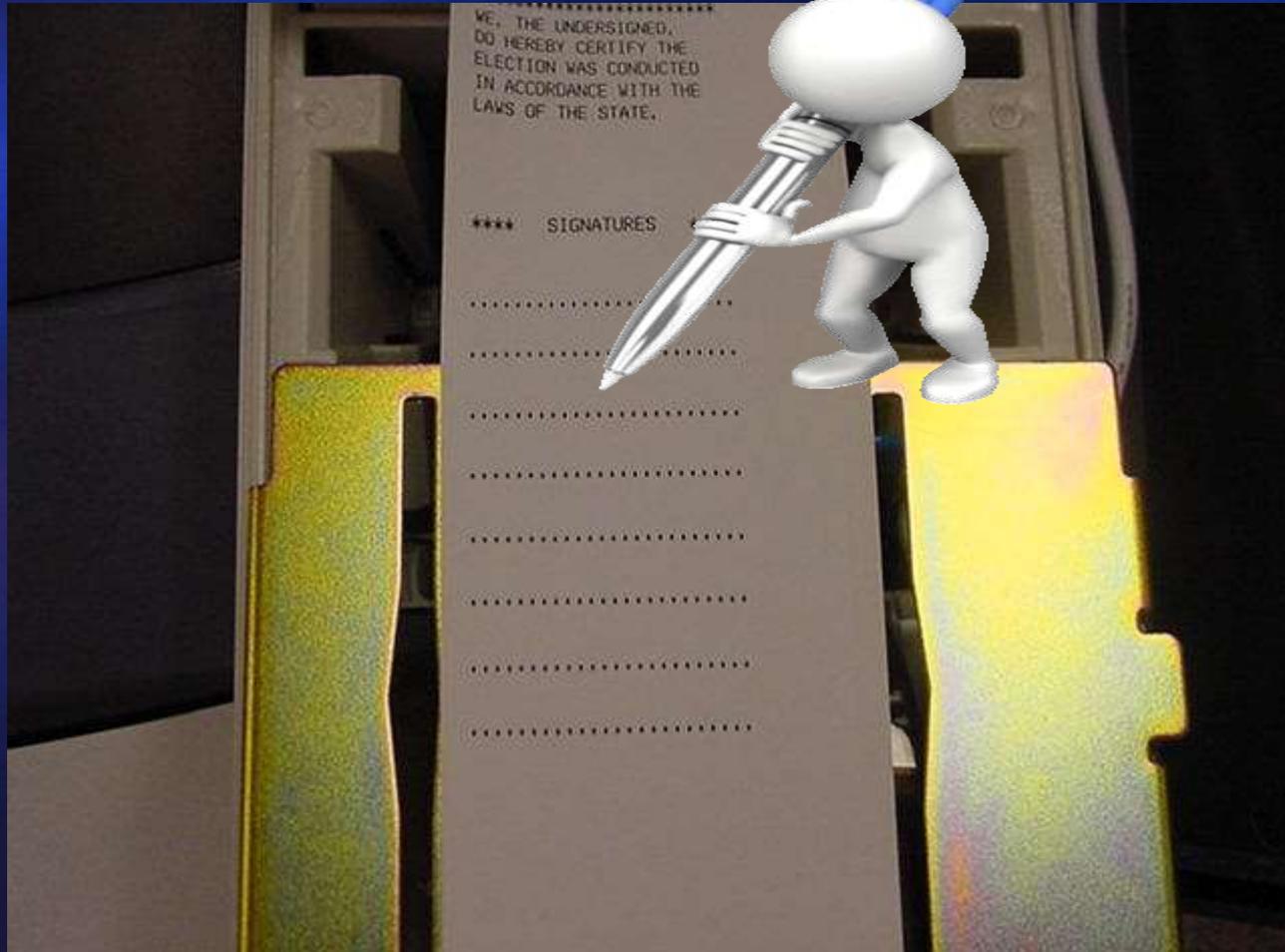
**Press "Yes"
(Print 3 Copies)**



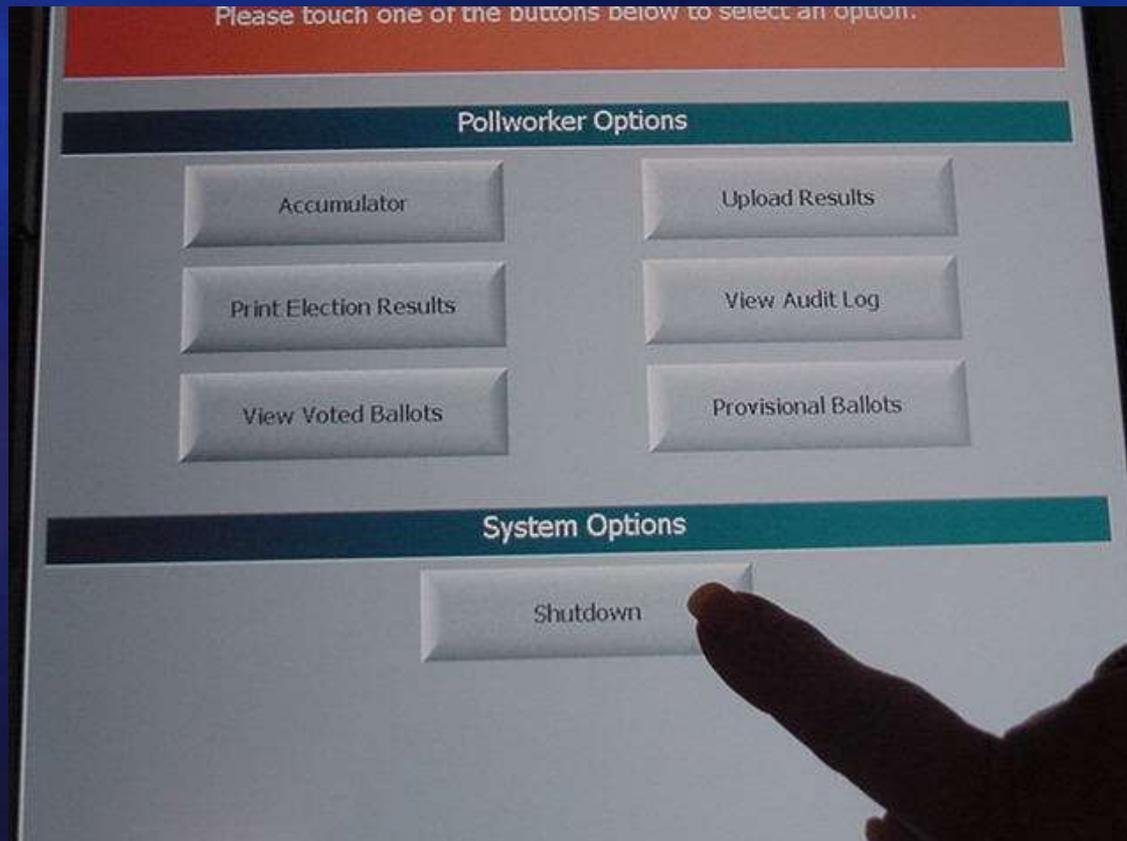
NEED ANOTHER COPY? Press "No"



All Judges must sign each tape



**When you see this screen,
press “Shutdown”**



Remove Memory Card



**Remember that the canister is the
“Ballot Box” for the touch screen
machine!**





Putting the Puzzle Together



Open The Ballot Box

- ✓ Remove ballots from the tabulator
- ✓ Compare number of ballots to number of applications
- ✓ Process write-in votes



Valid Write-in Votes

- ✓ Name of the Candidate on list (?)
- ✓ Darken the oval (?)



LIST OF PERSONS WHO FILED A DECLARATION

OF

INTENT TO BE A WRITE-IN CANDIDATE

To the Election Judges, Precinct No. _____

From: _____ Date: _____
(Election Authority)

The following is a list of persons who have filed a Statement of Declaration of Intent to be a Write-in

Candidate:

NAME	ADDRESS	OFFICE FOR WHICH THE PERSON SEEKS



Check your total tapes for write-ins

AccuVote Tape

JEB BUSH	2
CHRIS CHRISTIE	0
DONALD J. TRUMP	38
TED CRUZ	25
MARCO RUBIO	15
RAND PALL	0
CARLY FIORINI	0
MIKE HUCKABEE	0
RICK SANTORUM	0
JOHN R. KASICH	22
BEN CARSON	3
Write-in	1
# WRITE-INS	1

TSx Tape

HILLARY CLINTON	2
WILLIE L. WILSON	4
MARTIN J. O'MALLEY	6
ROQUE DE LA FUENTE	8
LARRY COHEN	10
BERNIE SANDERS	12
Write-in	14
# WRITE-INS	14



Counting Write-ins

- ✓ Determine Voter's Intent
- ✓ Name printed or written
- ✓ No stickers or stamps
- ✓ Oval must be darkened

FOR STATES ATTORNEY
(Vote for one)

- Mack Weaver
- Branden Pope
- Louie Watson
- Write-in Jon Smith

Materials To Return



- ✓ Tabulator / Ballot Sheets / Tape
- ✓ Touch Screen Memory Card /
Canister / Tape
- ✓ Envelope with Write-in Tally Sheets



Materials To Return



- ✓ Statement of Ballots
- ✓ Spindled Applications to Vote
- ✓ Voted Provisional Ballots



Have you completed your Expense Sheet?

10-1.03 8/13/14
November 2014 (REV)

B-25

ELECTION JUDGE EXPENSE SHEET

PRECINCT NAME _____

PLEASE PRINT ALL INFORMATION BELOW

	REPUBLICAN JUDGE	DEMOCRATIC JUDGE	STATE SECURITY OFFICER	PRECINCT CLERK	PRECINCT CLERK	PRECINCT CLERK	PRECINCT CLERK
1	<input type="checkbox"/>	<input type="checkbox"/>	_____ NAME	_____ NAME	_____ NAME	_____ NAME	_____ NAME
	Social Security Number: _____						
2	<input type="checkbox"/>	<input type="checkbox"/>	_____ NAME	_____ NAME	_____ NAME	_____ NAME	_____ NAME
	Social Security Number: _____						
3	<input type="checkbox"/>	<input type="checkbox"/>	_____ NAME	_____ NAME	_____ NAME	_____ NAME	_____ NAME
	Social Security Number: _____						
4	<input type="checkbox"/>	<input type="checkbox"/>	_____ NAME	_____ NAME	_____ NAME	_____ NAME	_____ NAME
	Social Security Number: _____						
5	<input type="checkbox"/>	<input type="checkbox"/>	_____ NAME	_____ NAME	_____ NAME	_____ NAME	_____ NAME
	Social Security Number: _____						
6	<input type="checkbox"/>	<input type="checkbox"/>	_____ NAME	_____ NAME	_____ NAME	_____ NAME	_____ NAME
	Social Security Number: _____						
7	<input type="checkbox"/>	<input type="checkbox"/>	_____ NAME	_____ NAME	_____ NAME	_____ NAME	_____ NAME
	Social Security Number: _____						

DO NOT WRITE IN SHADED AREA

SHADED AREA TO BE COMPLETED BY THE ELECTION AUTHORITY ONLY

SIGN OATH ON REVERSE SIDE JUDGE OF ELECTION TIME SHEET ON REVERSE SIDE
RETURN IN PRECINCT RETURN ENVELOPE (C-3)

10-1.03 8/13/14 (REV) 10-1.03 8/13/14

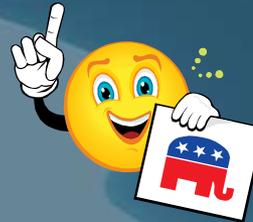
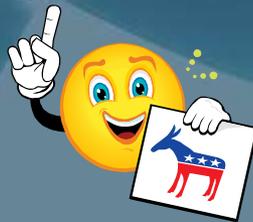


Finishing Up....



We did it!
We balanced!

- ✓ Complete and sign ALL forms
- ✓ Two eligible judges, one from each party, will



deliver the ballots DIRECTLY to Election Office

Have You Remembered Everything?



Don't throw anything away!

Unofficial Totals!



- ✓ Election Day in-precinct ballots
- ✓ Centrally counted ballots
- ✓ Provisional ballots – yet to be decided
- ✓ Vote by Mail ballots – yet to arrive



Clean up your mess

Your Election Authority Needs YOU!



If you are scheduled to work,
and an emergency comes up,
please call your election
authority *immediately!*



-For attending this class today

**-And for serving as
an election judge**