

*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](http://www.elections.il.gov)



## ILLINOIS State Board of Elections

Next Election: Tuesday, November 8, 2016

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1. <a href="#">Registering To Vote In Illinois</a>
2. <a href="#">Illinois Voter Registration Application (English)</a>
3. <a href="#">2016 Candidate's Guide</a>
4. <a href="#">2016 Election Schedule And Registration Deadlines</a>
5. <a href="#">May 25, 2016 Press Release</a>

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[Wednesday, May 25, 2016 Press Release](#)

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### IMPORTANT





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### Vote Totals

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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](#)

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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 – 28<sup>th</sup> day prior to each election

Grace Period – 27<sup>th</sup> day prior to each election through election day

Online Registration Deadline – 16 days prior to each election

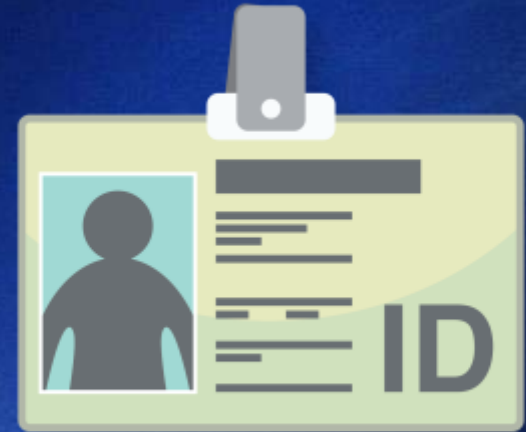
Voting by Mail – 40<sup>th</sup> to 5<sup>th</sup> day prior to each election  
(may apply 90 days prior to election)

Early Voting – 40<sup>th</sup> 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....

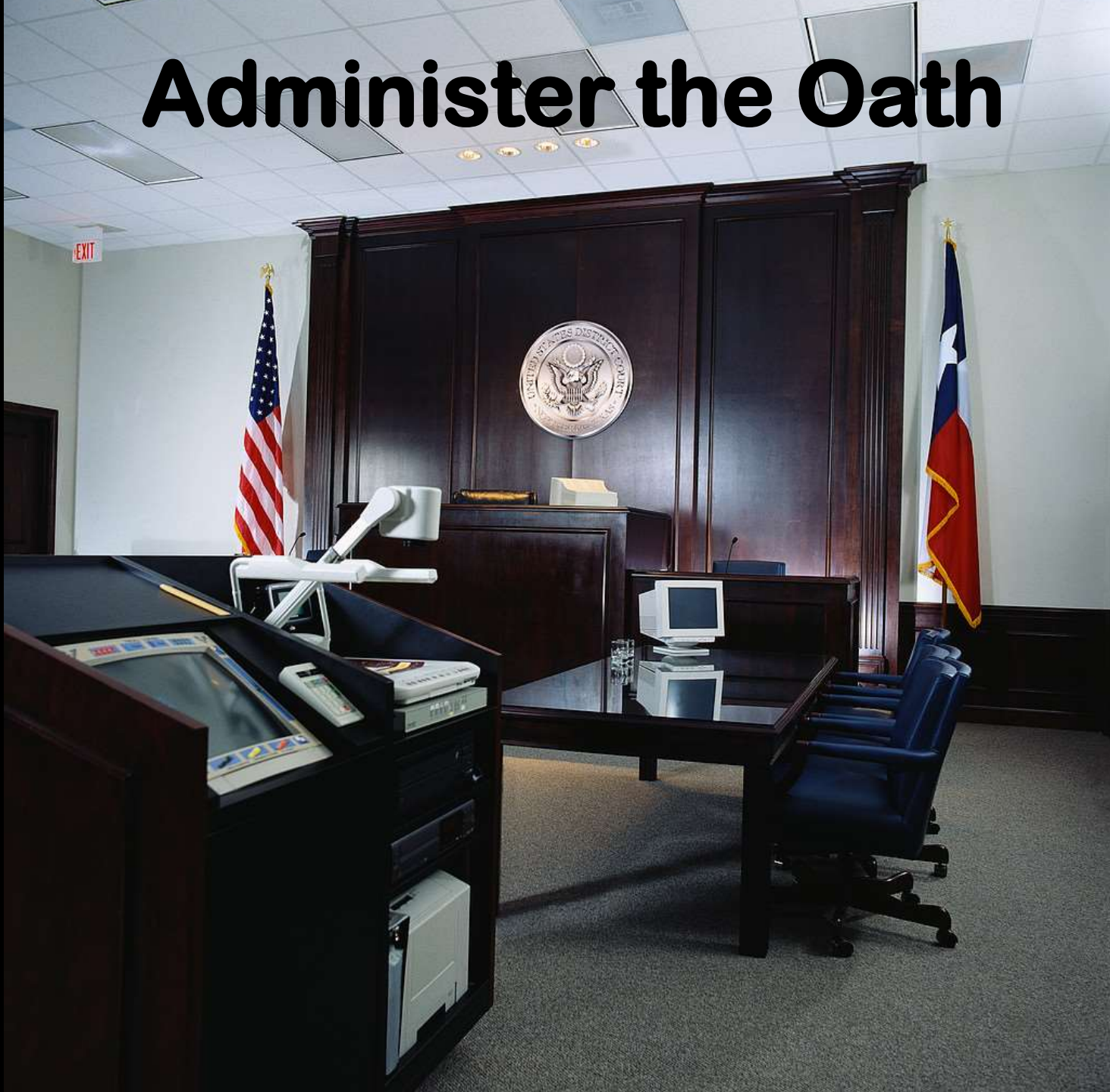


- ✓ Arrive at designated time
- ✓ If Judges do not show up – CALL!
- ✓ Check supplies
- ✓ Set up the voting area

*Call the office immediately if you  
discover any problems*



# Administer the Oath





### OATH OR AFFIRMATION OF JUDGE OF ELECTION

NOTE: Before any vote is taken, each Judge of Election shall subscribe to this oath.

STATE OF ILLINOIS

County of \_\_\_\_\_

Product No.

(City, Village, Township, District, Ward, etc.)

I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of Illinois, that I will faithfully discharge the duties of the office of Judge of Election, according to the best of my ability. I further affirm that I am a registered voter and that I am entitled to vote at this Election (strike this statement if you are a high school senior acting as an election judge under the provisions of Public Act 91-552).

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_

(Signature of Judge Administrative Unit)

## TO VACANCY OF JUDGE OF ELECTION

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_

(Signature of Judge Administering Code)

(Signature of Judge being removed)

(Separate of large living variety)

(Signature of Judge Wang Yueshan)

## JUDGES OF ELECTION TIME SHEET

## ADJOURNMENT OR RECESS PROHIBITED

After the opening of the polls, no adjournment shall be had nor shall any recess be taken, until all the votes cast at such election shall have been counted and the result publicly announced, except that when necessary one judge at a time may leave the polling place for a reasonable time during the casting of ballots. When a judge leaves and returns such judge will sign a time sheet indicating the length of the period such judge is absent from his/her duties. When absent the judge shall authorize someone of the same political party as himself/herself to act for him/her until he/she returns.

[illegible]

ELECTION JUDGE EXPENSE SHEET ON REVERSE SIDE

**B-28**

# Oath or Affirmation of Election Judges

**You swear or affirm to  
uphold the  
Constitution of the  
United States and the  
Constitution of the  
State of Illinois**

**You will faithfully  
discharge the duties  
of the office of Judge  
of Election**

# 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: _____ <small>(Election Authority)</small>		
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

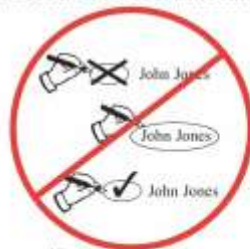
Fill in the oval next to the candidate's name



John Jones

*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



FOR MAYOR  
(Vote For One)  
☐ END ADOBE  
☐ MARTIN WADSWORTH  
☐ Blank

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



Ben Franklin  
Write-In

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



☒ Ben Franklin  
Write-In













# 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><b>Remember</b></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 tablet in the stand.
5. Connect headphones by plugging into headphone jack located in the front lower right hand corner of the voting tablet.



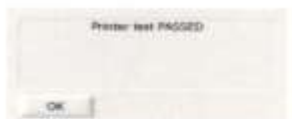
6. Unlock the power switch compartment located on the top left side of the unit. You will have to close the left door to access this compartment.
7. Turn the TSx unit on by pressing the red button inside this compartment.
8. Lock the power switch compartment.



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 "Install 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 "Install 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 container.
16. Once the zero report has been spooled into the container, press "OK" on the screen.
17. Pull 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

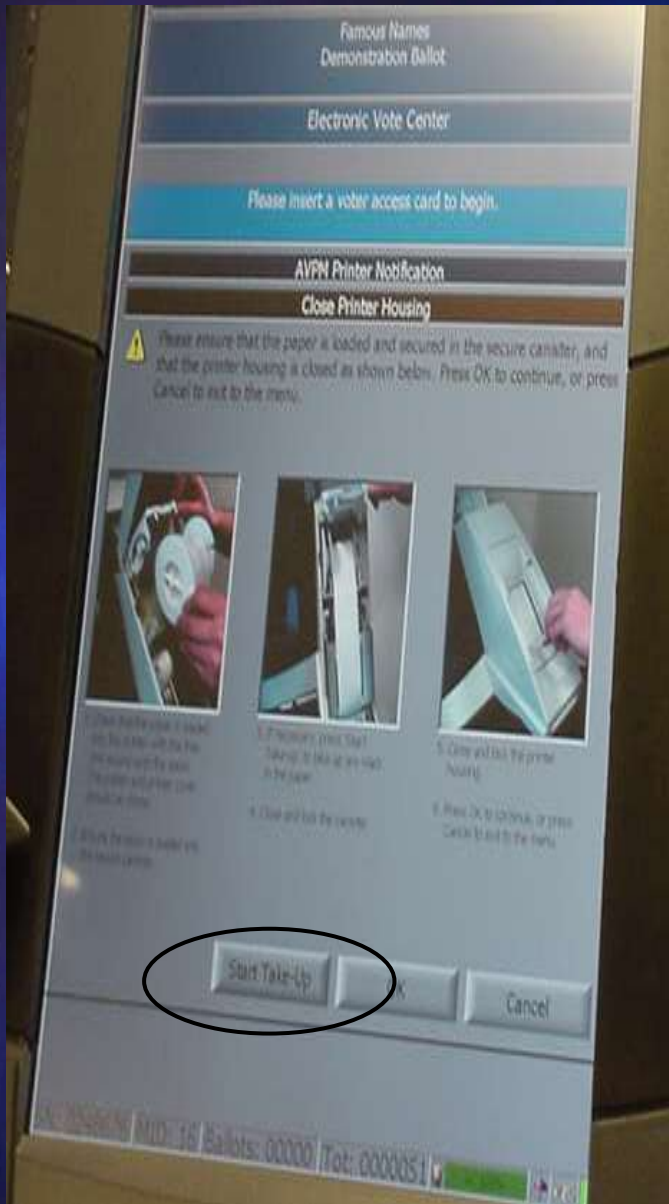


Re-lock the  
power switch  
compartment



# Unlock and Open the Printer Cover





# Test Printer

## “Zero Tape” Prints

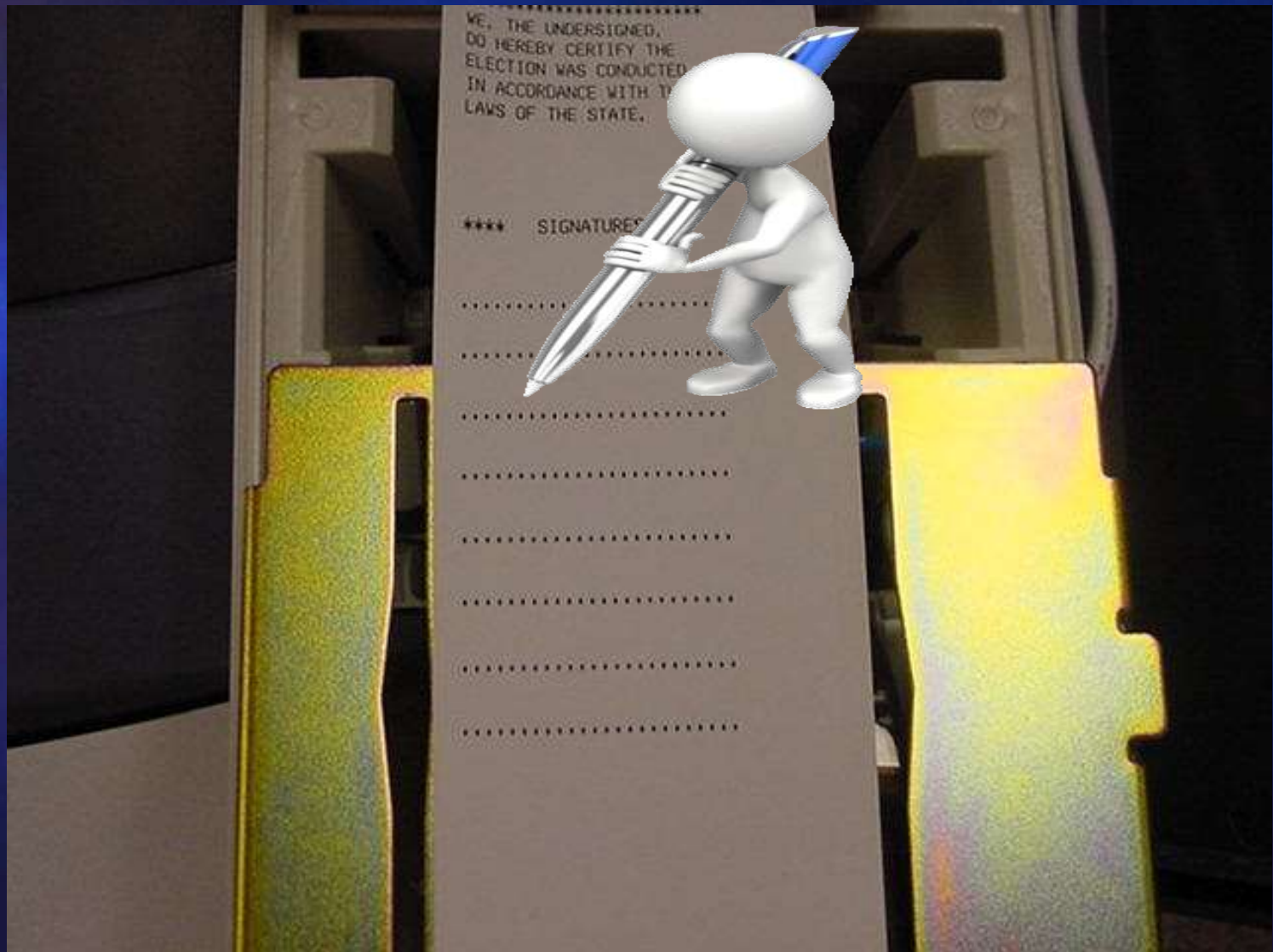
## Compare Tape to Specimen Ballot

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. Sandness

POLLWATCHER CREDENTIALS

2329 S. MacArthur Blvd  
Springfield, Illinois 62704-4503  
217/782-4341 TTY: 217/782-4518  
Fax: 217/782-5868

James R. Thompson Center  
108 W. Randolph St., Ste 14-100  
Chicago, Illinois 60601-3232  
312/854-6468 TTY: 312/854-6431  
Fax: 312/854-6405

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Charles W. Scholz, Chairman  
Ernest L. Gowers, Vice Chairman  
William J. Collins  
Andrew K. Canaleers  
Duffy J. Coffey  
John R. Keith  
William M. McGuffee  
Casandra B. 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	
Title of Appointing Officer	

Signature of Appointing Authority

Chairman - State Board of Elections

Vice Chairman - State Board of Elections

Under penalties of law pursuant to 10 ILCS 5-09-10, 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





- 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

}

SS.

COUNTY OF \_\_\_\_\_

}

\_\_\_\_\_, 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 5/5-23, 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 polisheet 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 8<sup>th</sup> 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 <u>more</u> than 30 days (prior to October 9 <sup>th</sup> ) <u>within</u> 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; <b>OR</b> 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. 1973gg-6(a)(2)(A)(i); 10 ILCS 5/4-50, 5/5-50, 5/6-100]
(3) Registered voter who moved <u>more</u> than 30 days (prior to October 9 <sup>th</sup> ) <u>out</u> of the jurisdiction and did not transfer his/her registration	Registration is required through Grace Period Registration and Voting*	Voter is <b>not</b> qualified for a ballot; <b>UNTIL</b> 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 & 6-100]
(4) Registered voter who moved <u>within</u> 30 days (October 9 <sup>th</sup> - November 8 <sup>th</sup> ) <u>out</u> of his/her precinct, <u>but still resides in the State</u> , and did not transfer registration	Application and Voter Affidavit	Voter is qualified to vote a full ballot in his/her old polling place; <b>OR</b> 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 & 6-100]
(5) Registered voter who moved <u>during</u> the 27 day period (October 12 <sup>th</sup> - November 8 <sup>th</sup> ) prior to the election in the same precinct	Application and Voter Affidavit	Voter is qualified to vote a full ballot; <b>OR</b> 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 5/4-18, 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 <u>in the same precinct</u> , 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 5/4-18, 5/5-23 & 6-54, 5/17-10]
(7) Registered voter who changed his/her name before the election, <u>moved outside of his/her precinct</u> , prior to October 12 <sup>th</sup> , and did not transfer or update his/her registration information	Registration is required through Grace Period Registration and Voting*	Voter is <b>not</b> qualified for a ballot; <b>UNTIL</b> the voter registers to vote through Grace Period Registration and Voting at one of the designated locations* [10 ILCS 5/4-18, 5/5-23, 5/6-54, 5/4-50, 5/5-50 & 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!



County of \_\_\_\_\_ } ss.

Mandated  
Reviewed, Aug 2008  
SPE No. C-5  
10.208.577-48, 17-34  
Exam D-2

## FOLLOWING MUST BE COMPLETED - PLEASE PRINT:

TWP.

PCT.

Last Name (include suffix: JR, SR, III, IV, V)		First Name		Middle Initial	
House Number & Street Name		Apt. Number		City or Village	
				Zip Code	

- ☐ **1.** 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. 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 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  
ELECTION DATE: \_\_\_\_\_

☐ Democrat ☐ Republican ☐ Independent ☐ Other \_\_\_\_\_

VOTER NAME AND ADDRESS  
Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
City/Zip: \_\_\_\_\_

CERTIFICATE OF REGISTERED VOTER  
I, \_\_\_\_\_, do hereby certify that I am qualified to vote in the election on the date above and that I am qualified to vote.  
I hereby certify that I am qualified to vote.  
I hereby certify that I am qualified to vote.

VOTER'S SIGNATURE OR MARK ON THE LINE BELOW  
X \_\_\_\_\_

UNIT OF GOVERNMENT  
\_\_\_\_\_

COMB  
C L E O

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






## Judge's Station One

# Application Judge

- ✓ Offer voter instructions on Demonstrator Ballot Sheets
- ✓ Announce the voter's name
- ✓ Pass application to verification judges

OFFICIAL BALLOT DEMONSTRATION ELECTION	
Precinct 1 COUNTY, ILLINOIS	
FEDERAL	SPORTS
<p><b>PRESIDENT</b> (Vote for ONE)</p> <p><input type="checkbox"/> THOMAS JEFFERSON</p> <p><input type="checkbox"/> ABRAHAM LINCOLN</p> <p><input type="checkbox"/> JOHN F. KENNEDY</p> <p><input type="checkbox"/> DWIGHT D. EISENHOWER</p> <p><input type="checkbox"/> FRANKLIN D. ROOSEVELT</p> <p><input type="checkbox"/> _____</p>	<p><b>COMMISSIONERS FOR NATIONAL PASTRIES</b> (Vote for ONE)</p> <p><input type="checkbox"/> JIM THORPE</p> <p><input type="checkbox"/> BILL RUSSELL</p> <p><input type="checkbox"/> JOE DIMAGGIO</p> <p><input type="checkbox"/> PEGGY FLEMING</p> <p><input type="checkbox"/> _____</p>
	<p><b>LITERATURE</b></p> <p><b>COMMISSIONER OF AMERICAN LITERATURE</b> (Vote for ONE)</p> <p><input type="checkbox"/> ERNEST HEMINGWAY</p> <p><input type="checkbox"/> WILLIAM FAULKNER</p> <p><input type="checkbox"/> JOHN STERNEBECK</p> <p><input type="checkbox"/> SINCLAIR LEWIS</p> <p><input type="checkbox"/> _____</p>

Form Ballot Due To Continue Voting 

Model Copyright © Two-Personal Enterprise

# 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 Election near the ballot box, to verify the top corner of your ballot has been initialed.
3. Insert ballot into the AccuVote Tallystar.



Return Ballot Privacy Cover to Ballot Box Judge.



# 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



VOTER'S SPOILED BALLOT SECURITY ENVELOPE

# VOTER:

PLACE YOUR **SPOILED BALLOT** IN  
THIS ENVELOPE & PLEASE RETURN  
TO THE JUDGE OF ELECTION

JUDGE OF ELECTION WILL ~~ISSUE~~ YOU ANOTHER BALLOT

**BALLOT STYLE**  
JUDGE OF  
ELECTION  
USE ONLY

**JUDGES – PLACE IN THE USE BEFORE 7:00 P.M. ONLY ENVELOPE – B-16DP**

B-20DP  
©2014 ELECTION CO. 1001 BROAD AVENUE

Election judge places  
all spoiled ballot  
envelopes in this  
larger envelope



10 JCS 507-51; 17-16 & 24A-6

## 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.)

PREFECT NAME

**ATTENTION JUDGES OF ELECTION: SEE INSTRUCTIONS ON REVERSE SIDE**

# Spoiled Ballot Envelope

All  
spoiled ballots  
are placed in  
this envelope  
together



20 KCS 507-51, 17-18, & 24A-6

**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.)

PRECINCT 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***

# Under-Voted Ballot

✓ Machine identifies ballot


✓ Voter has 2 options

- Add votes to the  
**SAME BALLOT**

- Or cast the ballot  
“as-is”

STATE OF ILLINOIS

## OFFICIAL GENERAL ELECTION BALLOT

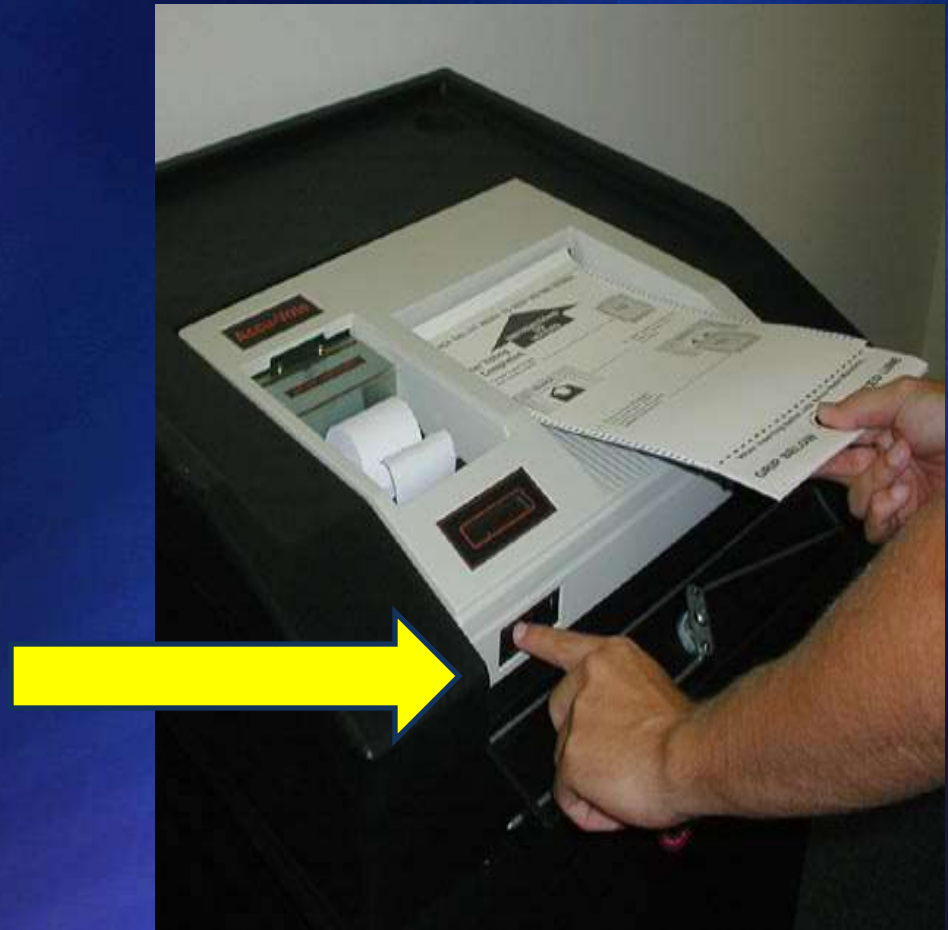
To vote make the oval to the left of your choice, like this . To cast a write-in vote, draw the oval to the left of the blank space provided and write the candidate's name in that space. For specific information, refer to the card of instruction posted in the voting booth. If you hear, see, believe or erroneously mark this ballot, return it to the election judge and obtain another.

CONSTITUTIONAL AMENDMENT	U.S. SENATOR 4 YEAR TERM (Vote for one)	TREASURER 4 YEAR TERM (Vote for one)
<b>Proposed Amendment to Section 9 of Article I (Ball)</b>	<input type="radio"/> REP/US REPUBLICAN	<input type="radio"/> REP/RES REPUBLICAN
<b>Explanation of Proposed Amendment</b>	<input checked="" type="radio"/> DEM/US DEMOCRATIC	<input type="radio"/> DEM/RES DEMOCRATIC
The proposed amendment deals with the category of persons who may be denied bail under the Illinois Constitution. The present constitutional provision permits denial of bail only for persons charged with offenses punishable by death or life imprisonment, and only where the proof is evident or the presumption is great that the person charged committed the crime. If the people of Illinois adopt the proposed amendment, judges would also be empowered to deny bail to persons charged with felonies that carry a mandatory sentence of imprisonment. The amendment would also require the State to reimburse any part of local government for additional costs incurred as a result of the denial of bail under this provision. The denial of bail means the defendant would not be released from custody prior to trial.	<input type="radio"/> LIB/US LIBERTARIAN	<input type="radio"/> LIB/RES LIBERTARIAN
For the proposed amendment to Section 9 of Article I of the Illinois Constitution which will permit a court to deny bail to persons charged with felony offenses if conviction would carry a mandatory sentence of imprisonment, if the proof is evident and the presumption great, and if the court, after a hearing, finds that the defendant poses a real and present threat to the safety of any person, further, the attorney would require the State to reimburse a unit of local government for costs incurred as a result of this provision.	<input type="radio"/> SOC/US SOCIALIST	<input type="radio"/> SOC/RES SOCIALIST
<input type="radio"/> YES	<input type="radio"/> US/LAB UNITED STATES LABOR	<input type="radio"/> US/RES UNITED STATES LABOR
<input type="radio"/> NO	<input type="radio"/> COM/US COMMUNIST	<input type="radio"/> COM/RES COMMUNIST
<b>PRESIDENT 4 YEAR TERM (Vote for one)</b>	<b>ATTORNEY GENERAL 4 YEAR TERM (Vote for one)</b>	<b>TRUSTEES OF UNIVERSITY OF ILLINOIS 4 YEAR TERM (Vote for Three)</b>
<input checked="" type="radio"/> REP/PRES REPUBLICAN	<input type="radio"/> REP/AG REPUBLICAN	<input type="radio"/> REP/TRUSA REPUBLICAN
<input type="radio"/> DEM/PRES DEMOCRATIC	<input type="radio"/> DEM/AG DEMOCRATIC	<input type="radio"/> DEM/TRUSB DEMOCRATIC
<input type="radio"/> SOL/PRES SOCIALIST	<input type="radio"/> LIB/AG LIBERTARIAN	<input type="radio"/> REP/TRUSC REPUBLICAN
<input type="radio"/> LIB/PRES LIBERTARIAN	<input type="radio"/> SOC/AG SOCIALIST	<input type="radio"/> DEM/TRUSA DEMOCRATIC
<input type="radio"/> SOC/PRES SOCIALIST	<input type="radio"/> US/LAB UNITED STATES LABOR	<input type="radio"/> DEM/TRUSB DEMOCRATIC
<input type="radio"/> US/PRES UNITED STATES LABOR	<input type="radio"/> COM/AG COMMUNIST	<input type="radio"/> SOL/TRUSA SOCIALIST
<input type="radio"/> COM/PRES COMMUNIST	<b>SECRETARY OF STATE 4 YEAR TERM (Vote for one)</b>	<input type="radio"/> SOL/TRUSB SOCIALIST
<input type="radio"/> IND/PRES INDEPENDENT	<input checked="" type="radio"/> REP/SEC REPUBLICAN	<input type="radio"/> LIB/TRUSA LIBERTARIAN
	<input type="radio"/> DEM/SEC DEMOCRATIC	<input type="radio"/> LIB/TRUSB LIBERTARIAN
	<input type="radio"/> LIB/SEC LIBERTARIAN	<input type="radio"/> LIB/TRUSC LIBERTARIAN
	<input type="radio"/> SOC/SEC SOCIALIST	<input type="radio"/> SOC/TRUSA SOCIALIST
	<input type="radio"/> US/LAB UNITED STATES LABOR	<input type="radio"/> SOC/TRUSB SOCIALIST
	<input type="radio"/> COM/SEC COMMUNIST	<input type="radio"/> SOC/TRUSC SOCIALIST
	<b>COMPTROLLER 4 YEAR TERM (Vote for one)</b>	<input type="radio"/> US/LTRUSA UNITED STATES LABOR
	<input checked="" type="radio"/> REP/COMP REPUBLICAN	<input type="radio"/> US/LTRUSB UNITED STATES LABOR
	<input type="radio"/> DEM/COMP DEMOCRATIC	<input type="radio"/> US/LTRUSC UNITED STATES LABOR
	<input type="radio"/> SOL/COMP SOCIALIST	<input type="radio"/> COM/TRUSA COMMUNIST
	<input type="radio"/> LIB/COMP LIBERTARIAN	<input type="radio"/> COM/TRUSB COMMUNIST
	<input type="radio"/> SOC/COMP SOCIALIST	<input type="radio"/> COM/TRUSC COMMUNIST
	<input type="radio"/> US/LAB UNITED STATES LABOR	<input type="radio"/> 25TH CONGRESSIONAL DISTRICT REPRESENTATIVE 4 YEAR TERM (Vote for one)
	<input type="radio"/> COM/COMP COMMUNIST	<input type="radio"/> DEM/CONG-25TH DEMOCRATIC
	<b>VOTE ON BOTH SIDES OF BALLOT</b>	<input type="radio"/> CIT/CONG-25TH CITIZEN

STATE OF ILLINOIS

# PROCESSING THE UNDER-VOTED BALLOT

**Override the Ballot**  
**by pushing the**  
**“YES”**  
**button**





STATE OF ILLINOIS		ETHICS	
OFFICIAL GENERAL ELECTION BALLOT			
To vote mark the oval to the left of your choice, like this:  To cast a write-in vote, darken the oval to the left of the name space provided and write the candidate's name in that space. For specific information, refer to the chart of instructions located in the voting booth. If you hear, see, detect or apprehend that this ballot, return it to the election judge and obtain another.			
<p><b>Constitutional Amendment</b></p> <p><b>Proposed Amendment to Section 9 of Article I (Ball)</b></p> <p><b>Explanation of Proposed Amendment</b></p> <p>The proposed amendment deals with the category of persons who may be denied bail under the Illinois Constitution. The present constitutional provision permits denial of bail only for persons charged with offenses punishable by death or life imprisonment, and only where the prior is evident or the defendant is great that the person charged committed the crime. If the People of Illinois adopt the proposed amendment, judges will also be empowered to deny bail to persons charged with offenses that carry a mandatory sentence of imprisonment upon conviction where (1) the proof is evident or the presumption great that the person charged committed the crime, and (2) the court, after a hearing, finds that the defendant poses a real and present threat to the safety of an area. The proposed amendment also requires the State to reimburse any unit of local government for additional costs incurred as a result of the arrest and detention of the defendant. The denial of bail means the defendant would not be released from custody prior to trial.</p> <p>For the proposed amendment to Section 9 of Article I of the Illinois Constitution, which will permit a court to deny bail to persons charged with offenses if conviction would carry a mandatory sentence of imprisonment, wherein the proof is evident and the presumption great and, if the court, after a hearing, finds that the defendant poses a real and present threat to the safety of any person, further, the amendment would require the State to reimburse any unit of local government for costs incurred as a result of this provision.</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>	<p><b>U.S. SENATOR 4 YEAR TERM (Vote for one)</b></p> <p><input checked="" type="radio"/> REP/ISS REPUBLICAN</p> <p><input type="radio"/> DEM/ISS DEMOCRATIC</p> <p><input type="radio"/> SOL/ISS SOLIDARITY</p> <p><input type="radio"/> LIB/ISS LIBERTARIAN</p> <p><input type="radio"/> SOC/ISS SOCIALIST</p> <p><input type="radio"/> US/LISS UNITED STATES LABOR</p> <p><input type="radio"/> COM/ISS COMMUNIST</p> <p style="text-align: center;">Write in</p>	<p style="text-align: center;">ELECTION OFFICIAL</p> <p><b>TREASURER 4 YEAR TERM (Vote for one)</b></p> <p><input type="radio"/> REP/ISS REPUBLICAN</p> <p><input checked="" type="radio"/> DEM/ISS DEMOCRATIC</p> <p><input type="radio"/> LIB/ISS LIBERTARIAN</p> <p><input type="radio"/> SOC/ISS SOCIALIST</p> <p><input type="radio"/> US/LISS UNITED STATES LABOR</p> <p><input type="radio"/> COM/ISS COMMUNIST</p> <p style="text-align: center;">Write in</p>	
<p><b>PRESIDENT 4 YEAR TERM (Vote for one)</b></p> <p><input type="radio"/> REP/PRES REPUBLICAN</p> <p><input type="radio"/> DEM/PRES DEMOCRATIC</p> <p><input type="radio"/> SOL/PRES SOLIDARITY</p> <p><input type="radio"/> LIB/PRES LIBERTARIAN</p> <p><input type="radio"/> SOC/PRES SOCIALIST</p> <p><input checked="" type="radio"/> US/PRES UNITED STATES LABOR</p> <p><input type="radio"/> COM/PRES COMMUNIST</p> <p><input type="radio"/> IND/PRES INDEPENDENT</p> <p style="text-align: center;">Write in</p>	<p><b>ATTORNEY GENERAL 4 YEAR TERM (Vote for one)</b></p> <p><input checked="" type="radio"/> REP/AG REPUBLICAN</p> <p><input type="radio"/> DEM/AG DEMOCRATIC</p> <p><input type="radio"/> LIB/AG LIBERTARIAN</p> <p><input type="radio"/> SOC/AG SOCIALIST</p> <p><input checked="" type="radio"/> US/AG UNITED STATES LABOR</p> <p><input type="radio"/> COM/AG COMMUNIST</p> <p style="text-align: center;">Write in</p>	<p><b>TRUSTEES OF UNIVERSITY OF ILLINOIS 4 YEAR TERM (Vote for three)</b></p> <p><input type="radio"/> REP/TRUSA REPUBLICAN</p> <p><input type="radio"/> REP/TRUSB REPUBLICAN</p> <p><input type="radio"/> REP/TRUSC REPUBLICAN</p> <p><input type="radio"/> DEM/TRUSA DEMOCRATIC</p> <p><input type="radio"/> DEM/TRUSB DEMOCRATIC</p> <p><input type="radio"/> DEM/TRUSC DEMOCRATIC</p> <p><input type="radio"/> SOL/TRUSA SOLIDARITY</p> <p><input type="radio"/> SOL/TRUSB SOLIDARITY</p> <p><input type="radio"/> LIB/TRUSA LIBERTARIAN</p> <p><input type="radio"/> LIB/TRUSB LIBERTARIAN</p> <p><input type="radio"/> LIB/TRUSC LIBERTARIAN</p> <p><input type="radio"/> SOC/TRUSA SOCIALIST</p> <p><input type="radio"/> SOC/TRUSB SOCIALIST</p> <p><input type="radio"/> SOC/TRUSC SOCIALIST</p> <p><input type="radio"/> US/TRUSA UNITED STATES LABOR</p> <p><input type="radio"/> US/TRUSB UNITED STATES LABOR</p> <p><input type="radio"/> US/TRUSC UNITED STATES LABOR</p> <p><input type="radio"/> COM/TRUSA COMMUNIST</p> <p><input type="radio"/> COM/TRUSB COMMUNIST</p> <p><input type="radio"/> COM/TRUSC COMMUNIST</p> <p style="text-align: center;">Write in</p>	
	<p><b>SECRETARY OF STATE 4 YEAR TERM (Vote for one)</b></p> <p><input type="radio"/> REP/SS REPUBLICAN</p> <p><input type="radio"/> DEM/SS DEMOCRATIC</p> <p><input type="radio"/> LIB/SS LIBERTARIAN</p> <p><input type="radio"/> SOC/SS SOCIALIST</p> <p><input type="radio"/> US/LSS UNITED STATES LABOR</p> <p><input checked="" type="radio"/> COM/SS COMMUNIST</p> <p style="text-align: center;">Write in</p>		
	<p><b>COMPTROLLER 4 YEAR TERM (Vote for one)</b></p> <p><input type="radio"/> REP/COMP REPUBLICAN</p> <p><input type="radio"/> DEM/COMP DEMOCRATIC</p> <p><input type="radio"/> LIB/COMP LIBERTARIAN</p> <p><input type="radio"/> SOC/COMP SOCIALIST</p> <p><input type="radio"/> US/LCOMP UNITED STATES LABOR</p> <p><input type="radio"/> COM/COMP COMMUNIST</p> <p style="text-align: center;">Write in</p>	<p><b>25TH CONGRESSIONAL DISTRICT REPRESENTATIVE 2 YEAR TERM (Vote for one)</b></p> <p><input type="radio"/> DEM/CONG-25TH DEMOCRATIC</p> <p><input type="radio"/> REP/CONG-25TH REPUBLICAN</p> <p style="text-align: center;">Write in</p>	
VOTE ON BOTH SIDES OF BALLOT			

# 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**

1. Voter must complete the affidavit and sign in the space provided.
2. 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.
3. Issue the voter the appropriate Provisional Ballot.
4. After voting, the voter must seal the ballot in the Secrecy Provisional Ballot Envelope and return it to a Judge of Election.
5. Give the voter the second copy of this affidavit (Voter Copy).
6. 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 (include one) J R		First Name		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/YYYY)		Last four digits of Social Security Number		Drivers License Number	
				State I.D. Card Number	
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.					
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 (mailed to you by the Secretary of State).					
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					
Date		Signature of Voter			

TO BE COMPLETED BY JUDGE OF ELECTION	
<b>Reason for Provisional Ballot</b> (Check All that Apply)	<b>Party Ballot Given to Voter</b> (Check ONE if Primary)
<input type="checkbox"/> 1. The voter's name does not appear on either the active or inactive list for the precinct.	<input type="checkbox"/> 1. Republican
<input type="checkbox"/> 2. The voter's status has been challenged and supported by a majority of the judges.	<input type="checkbox"/> 2. Democratic
<input type="checkbox"/> 3. 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"/> 3. Green
<input type="checkbox"/> 4. The voter was required to provide ID at the polling place, and was unable to do so.	<input type="checkbox"/> 4. Libertarian (if applicable)
<input type="checkbox"/> 5. 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"/> 5. Nonpartisan
<input type="checkbox"/> 6. Returned absentee ballot but not being proper ballot with.	<input type="checkbox"/> 6. Other
SIGNATURE OF JUDGE OF ELECTION	
Supporting Facts or Comments of the Judge of Election or Voter:	
COUNTY CLERK USE ONLY	
VAL ID INITIAL CLERK INITIAL	
S.C. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
S.D. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
S.O. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
DETERMINATION CATEGORY	

(VOTER COPY) PVB-101 PLATINUM RESOURCE, INC. ©2004, S.

# Secrecy Envelope

- ✓ Voter takes this into the booth with them
- ✓ Voter inserts their completed ballot into the envelope and seals it before exiting the voting booth

## 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

# 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.

PSV - 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

--

--

--

--

--

(FOR USE IN PRIMARY ONLY)

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

PSV-1040S

© 2004 Election Systems & Software, Inc.

**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...

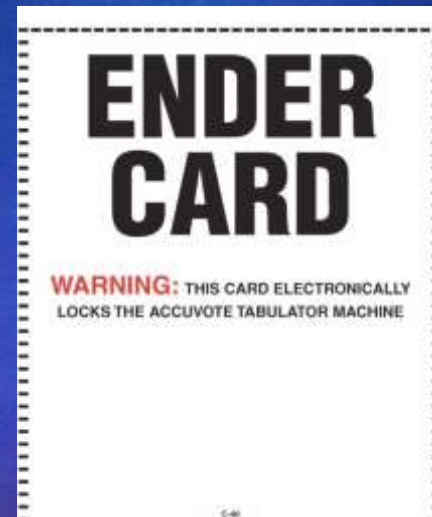
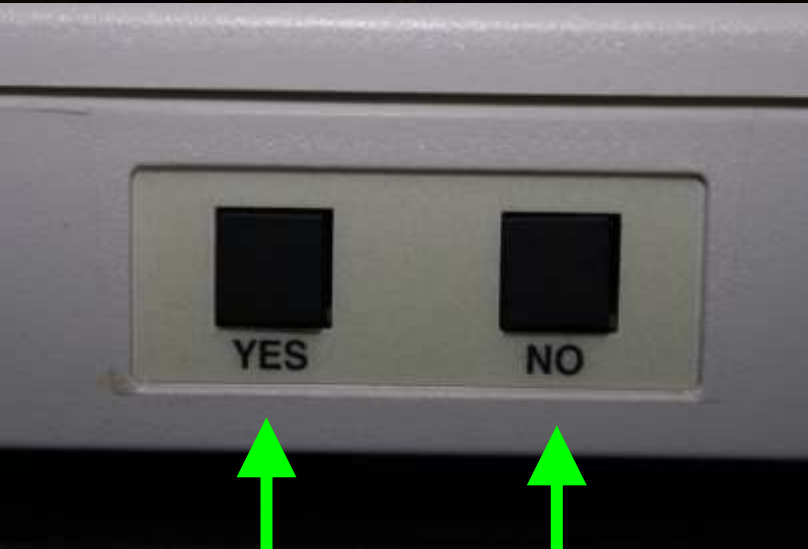
CLOSING THE POLLS		
1.  Open the emergency ballot compartment and process any emergency ballots.	2.  A. Open the front cover and the printer cover. B. One judge must then insert the Ender Card while another presses both "yes" and "no" buttons.	3.  A. Print two copies of the precinct result tape, then all judges must sign in the space given.
4. 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. 	5. The Accu-Vote Tabulator and Ballot Box must then be packed up in the manner it was received.	

A-490S  
©2007 PERMANENT SOLUTIONS

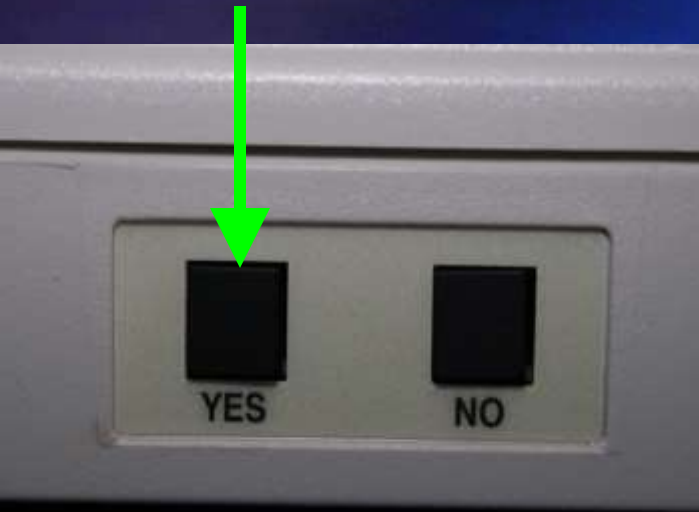


# Closing the Tabulator

- ✓ 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.



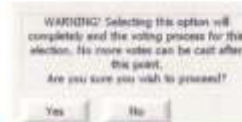
2. In the PIN field, enter the PIN number. Your PIN number is...

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 Canister from the printer, sign the canister. The canister 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.

### \*\*\*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



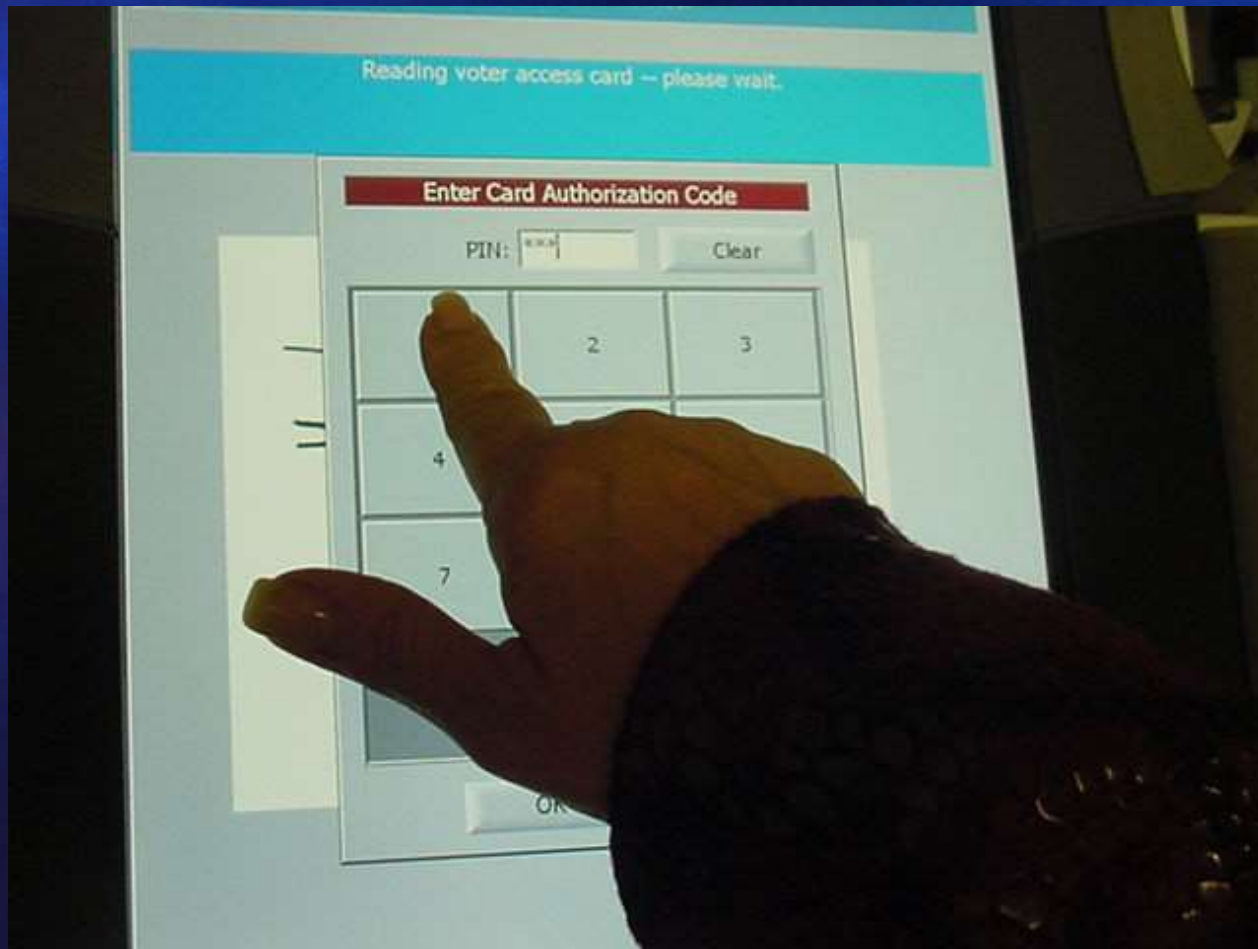
19. Unplug TSx unit and unplugging headphones.
20. Remove the TSx tablet from the stand while carefully unplugging keypad from the back of the tablet.
21. Return the voting tablet to its case for return to the counting center.

# Insert the “Supervisor Card”

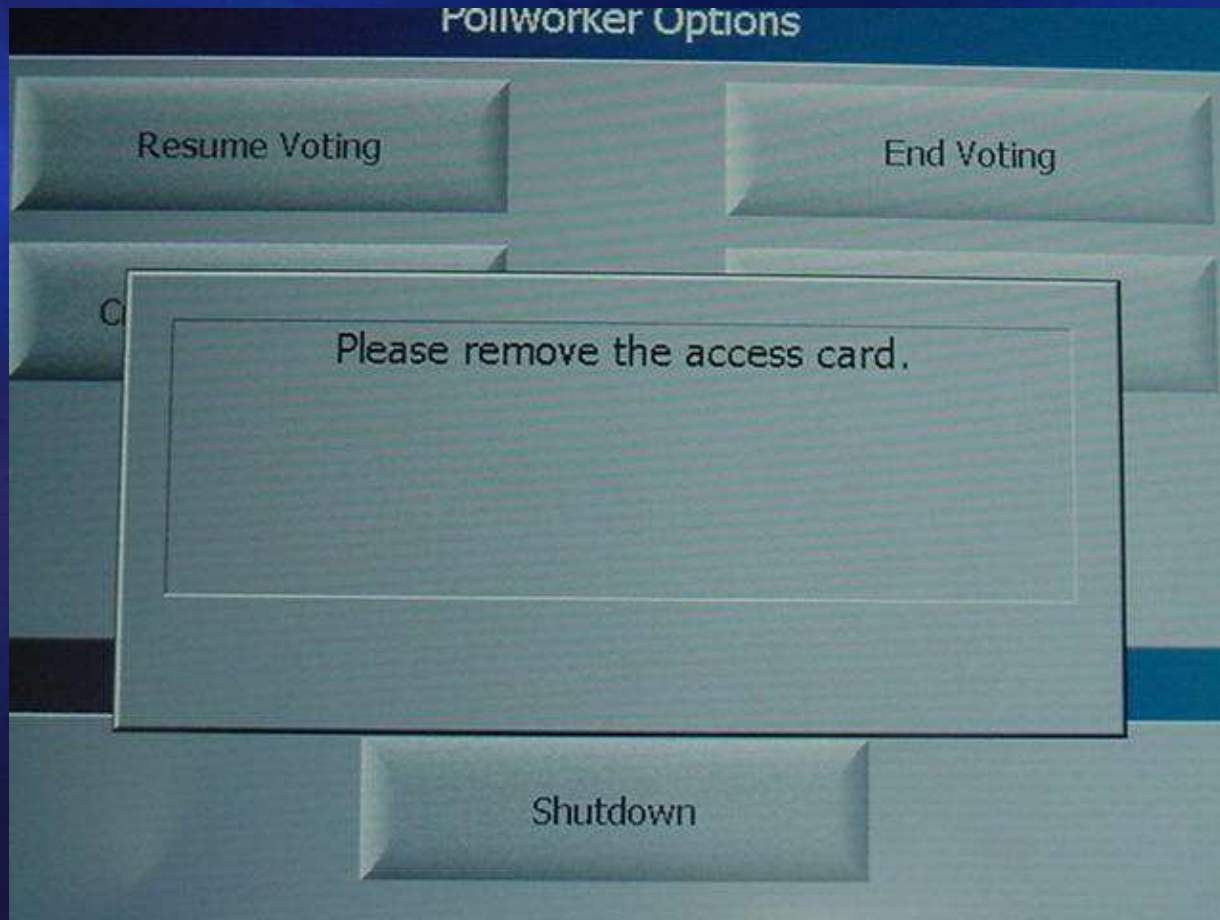




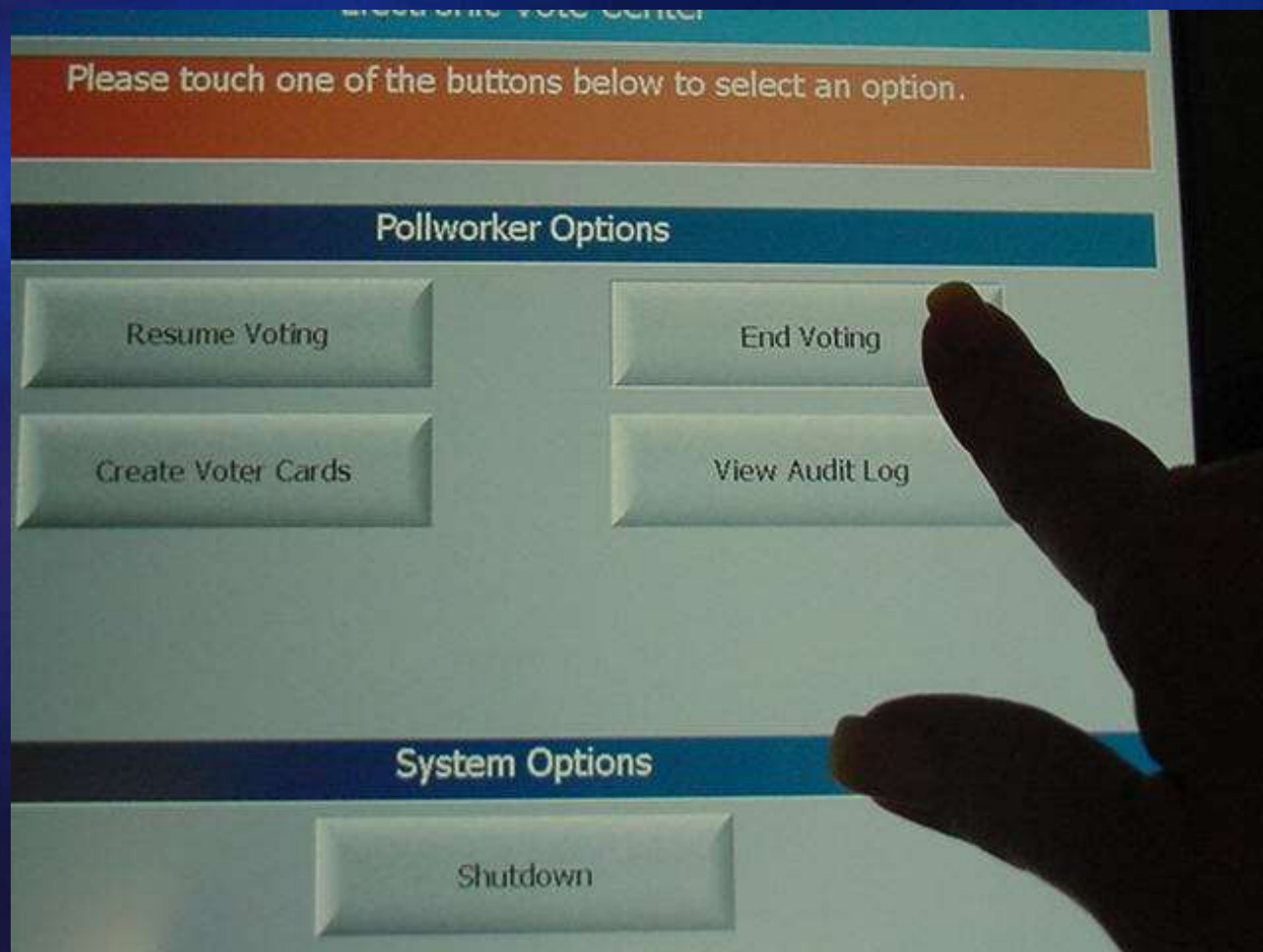
**Enter the “PIN” number  
and press “ok”**



# Remove the Supervisor Card

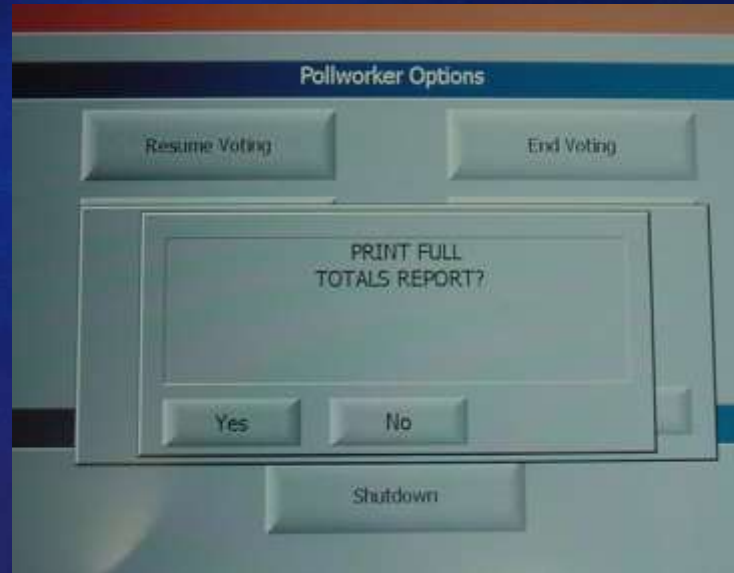


# Select “End Voting”





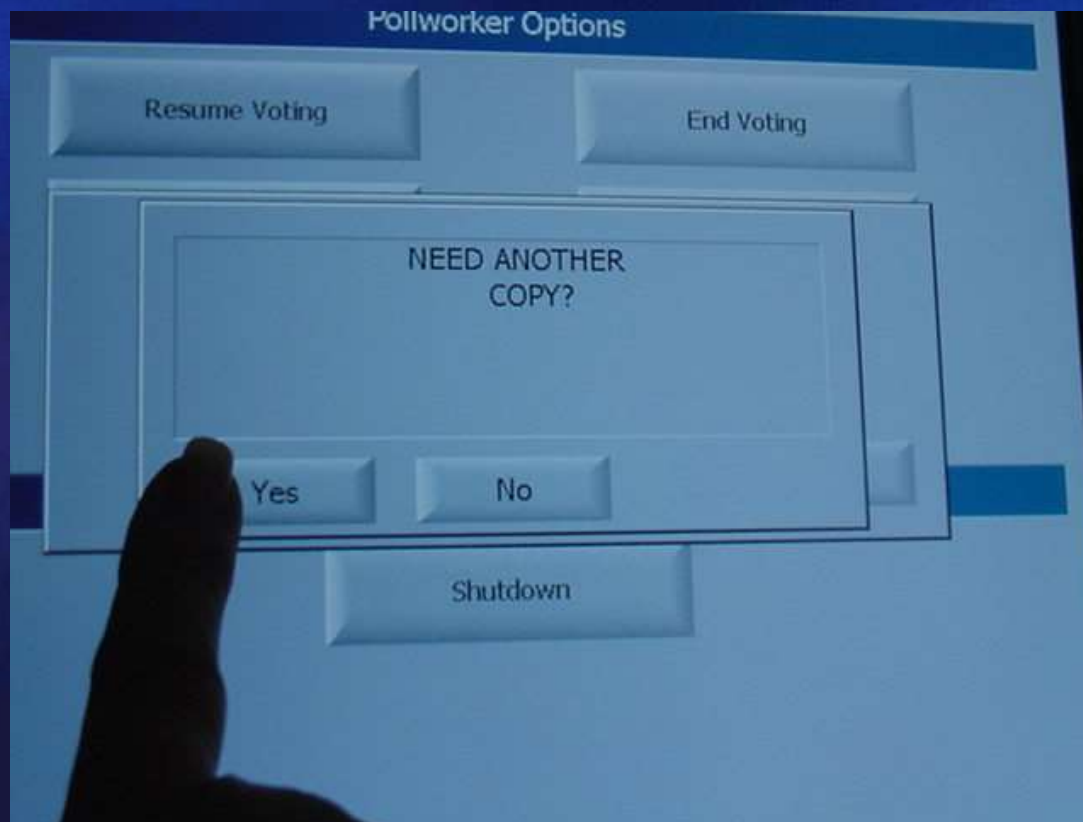
# Several questions to answer...



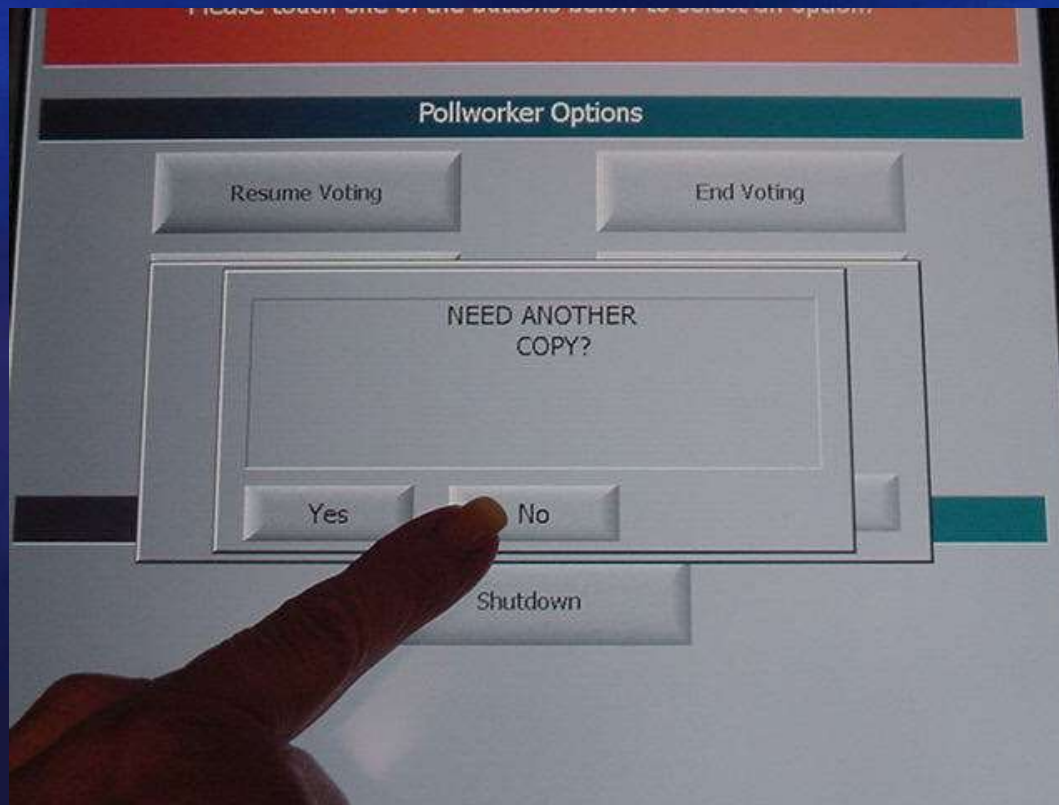
-Print Write-In Candidates - Select “Yes”

**-List of several reports to print –  
Follow your election authority’s instructions**

**NEED ANOTHER COPY?**  
**Press “Yes”**  
**(Print 3 Copies)**

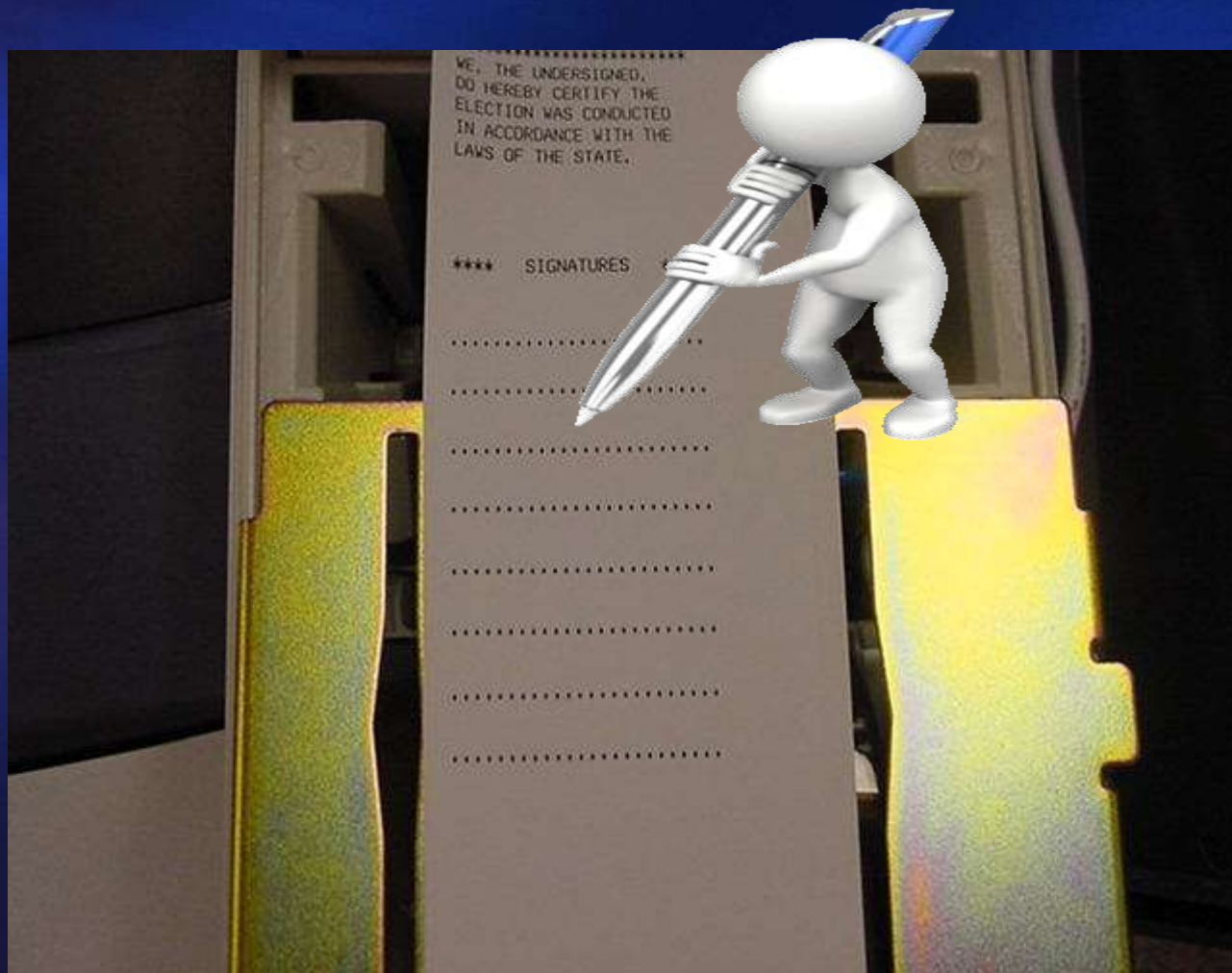


**NEED ANOTHER COPY?**  
**Press “No”**

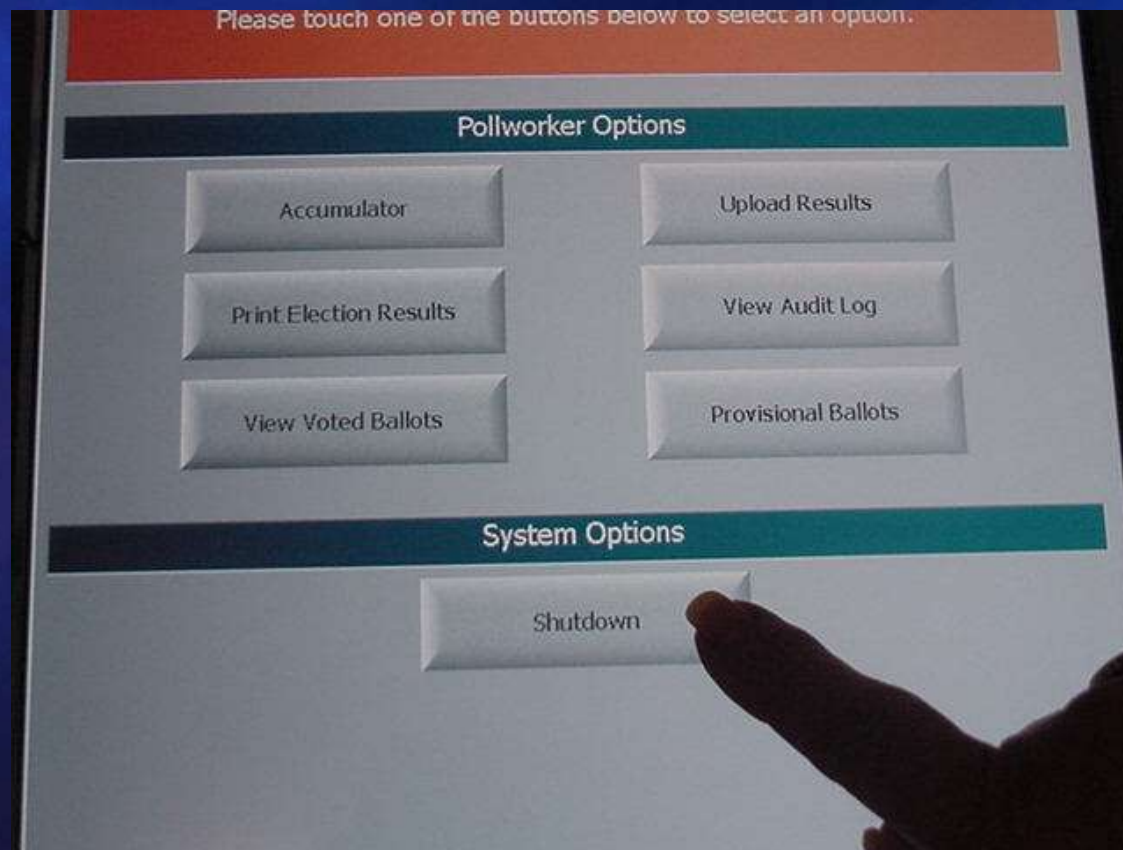




# All Judges must sign each tape



**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 FIORINO	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





- [illegible]

**NOTICE**

The election judges are required to report return only for the purpose of determining the number of votes received by each candidate. The County Clerk is responsible for the collection of the returns. The County Clerk is responsible for the collection of the returns. The County Clerk is responsible for the collection of the returns.

**TALLY SHEET OF VOTES CAST FOR OFFICE IN CANDIDATES**

County: \_\_\_\_\_ Precinct: \_\_\_\_\_

Number of \_\_\_\_\_ (Total Votes)

All voters must be at least 18 years of age on the day of the election.

**SIGNATURE OF JUDGE OF ELECTION**

\_\_\_\_\_  
Judge of Election

\_\_\_\_\_  
Judge of Election

\_\_\_\_\_  
Judge of Election

\_\_\_\_\_  
Judge of Election

Candidate Name	Total Votes	Precinct												Total
		1	2	3	4	5	6	7	8	9	10	11	12	
Donald Trump														
Joe Biden														
Elizabeth Warren														
Bernie Sanders														
Mitt Romney														
Chris Christie														
Marco Rubio														
Tea Party														
Other														

**NOTES**

1. If the total number of votes cast is not equal to the number of voters, the election is invalid.

2. If the total number of votes cast is not equal to the number of voters, the election is invalid.

3. If the total number of votes cast is not equal to the number of voters, the election is invalid.

# 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?

10-5.09 (11-10)  
Revised June 2010

B-25

## ELECTION JUDGE EXPENSE SHEET

PRECINCT NAME \_\_\_\_\_

**PLEASE PRINT ALL INFORMATION BELOW**

	DATE	TIME	LOCATION	AMOUNT	REMARKS
<b>1</b>	<input type="checkbox"/> Republican Judge				
	<input type="checkbox"/> Democratic Judge				
<b>2</b>	<input type="checkbox"/> Republican Judge				
	<input type="checkbox"/> Democratic Judge				
<b>3</b>	<input type="checkbox"/> Republican Judge				
	<input type="checkbox"/> Democratic Judge				
<b>4</b>	<input type="checkbox"/> Republican Judge				
	<input type="checkbox"/> Democratic Judge				
<b>5</b>	<input type="checkbox"/> Republican Judge				
	<input type="checkbox"/> Democratic Judge				
<b>6</b>	<input type="checkbox"/> Republican Judge				
	<input type="checkbox"/> Democratic Judge				
<b>7</b>	<input type="checkbox"/> Republican Judge				
	<input type="checkbox"/> Democratic Judge				

DO NOT WRITE IN SHADOWED AREA

SHADOWED 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)

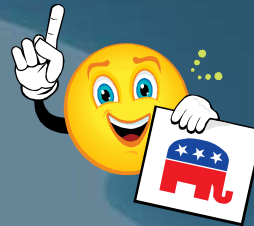
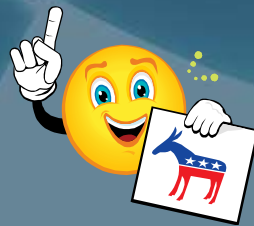
10-5.09 (11-10) 10-5.09 (11-10) 10-5.09 (11-10)



# Finishing Up....



- ✓ 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**