

# Westchester County Board of Elections

25 Quarropas Street, White Plains, NY 10601

914-995-5700

[www.westchestergov.com/boe](http://www.westchestergov.com/boe)



## BILINGUAL POLL WORKER INSTRUCTION MANUAL SUPPLEMENT

10/7/2020

## INTRODUCTION

This supplement is part of the special training for bilingual poll workers. However, it is important that all poll workers share in the Westchester County Board of Elections' commitment to ensure that all citizens have an equal opportunity to participate in the electoral process, including Hispanic and Spanish-language citizens. The Board of Elections is mandated by the Federal Voting Rights Act to provide written and oral language assistance to voters who speak Spanish.

Written Assistance:

- \* Anything the voter sees is translated into Spanish
- \* All of the voting materials, including the ballot itself, appear in English and Spanish
- \* It is the responsibility of all poll workers at each site to display all the written materials provided by the Board of Elections
- \* It is imperative that bilingual poll workers familiarize themselves with the translations of the election materials to ensure that you can assist the voter.

**All bilingual poll workers must understand, speak, read and write Spanish AND English fluently.**

In polling places where there are three (3) or more election districts, one or more of which require bilingual poll workers, the Board of Elections will assign ***bilingual election coordinators***.

In polling places where there are less than three (3) election districts, and one or more require bilingual poll workers, the Board of Elections will assign ***bilingual election inspectors***.

Bilingual poll workers are required to wear name tags that identify him/her as bilingual.

**NOTE: *Bilingual poll workers are NOT assigned to supervise other poll workers. Their function is the same as all poll workers – to assist the voter in the electoral process.***

## PROVIDING LANGUAGE ASSISTANCE

Any voter who requires language assistance at the polls will be referred to you, the bilingual poll worker designated by this Board of Elections. When the voter requests your help, it will be your responsibility to provide Spanish-language assistance to them.



If a voter requires language assistance, listen to what the voter has to say and answer any questions they have. Translate the answers the voter gives, if necessary.

You may assist the voter at the privacy booth and the ImageCast Scanner, if requested.

(One inspector from each political party must assist the voter.)

- Bilingual Inspectors should be pro-active and polite in assisting voters
- In polling places where there is more than one election district and no Bilingual Coordinators are assigned, Bilingual Inspectors should assist at other election district tables if necessary.

For example, if requested, using Spanish language terminology you may need to help:

- locate the correct election district of the voter,
- explain and translate the ballot to the voter,
- explain how to cast their ballot,
- explain how to complete an Affidavit Ballot

### Spanish Language Election Terminology

An English/Spanish and Spanish/English glossary of common election terms is attached to this manual. Bilingual poll workers are required to translate all election terminology from English to Spanish and Spanish to English election terminology.

All bilingual poll workers are required to take a bilingual examination. Anyone who does not pass the test will not be able to work.

## Bilingual Coordinator Duties

Every bilingual election coordinator assigned to a polling place will have an Electronic (Look-Up Only) Poll Pad.

Should the voter be in the wrong polling place, the coordinator will use this Poll Pad to direct them to the proper polling place. Please note:

- Coordinators have been assigned to a specific polling location and we have indicated which Election Districts are in that polling location.
- Coordinators do not remain at any one Election District table. Rather, they FLOAT around the polling place giving assistance where needed.
- Coordinators should be pro-active and polite in directing English and Spanish voters to the correct Election District/polling location.
- Coordinators should not ask every voter for his/her information, only those who require assistance.
- On down time, coordinators should also check to make sure All Signs in Spanish/English are Posted at all Elections Districts, inside and outside the Polling Place.

# Introductions on how to use the ImageCast Scanner



To cast a vote on an ImageCast Scanner the voter must mark a paper ballot. After marking the ballot the voter feeds the marked ballot into the ImageCast scanner. If the ballot was marked correctly, the ballot will be cast and the next voter may feed their ballot.

After **signing in** at the correct Polling Place and Election District, the inspector will give the voter a Blank Ballot, a privacy sleeve and a ballot marker.

OFFICE	Best Ice Cream Flavor (Vote for any 1)	Best Movie (Vote for any 1)	Best Actor/Actress (Vote for any 2)	Best Season (Vote for any 1)	Best Artist (Vote for any 2)	Best TV Show (Vote for any 1)	Best Stage Opera (Vote for any 1)
RED A R	R VANILLA	R WENT WITH THE WIND	R JOHN WAYNE	R KATHARINE HEPBURN	R WINTER	R SYDNEY SKYWARD	R BEYONCE
GREEN B G	G CHOCOLATE	G WIZARD OF OZ	G JACK NICHOLSON	G AUDREY HEPBURN	G SPRING	G GLEN MILLER	G MEL DIAMOND
BLUE C B L	B BUTTER PECAN	B THE BUCKET LIST	B AL PACINO	B BETTE DAVIS	B SUMMER	B ABBA	B CARRIE UNDERWOOD
YELLOW D Y	Y COOKIES AND CREAM	Y ONE FLEW OVER THE CUCKOO'S NEST	Y ROBERT DE NIRO	Y INGRID BERGMAN	Y FALL	Y AVENGED SEVENFOLD	Y KENNY ROGERS
PURPLE E P	P ROCKY ROAD	P CASABLANCA	P JIMMY STEWART	P JOAN CRAWFORD	P GEORGE STRAIT	P LUTHER VANDROG	P ALL IN THE FAMILY
ORANGE F O	O BLACK CHERRY	O THE GODFATHER	O BURT LANCASTER	O SOPHIA LOREN	O RHANNA	O PINK FLOYD	O MARY TYLER MOORE
PINK F O	P MINT CHOCOLATE CHIP	P STAR WARS	P JACK LEMON	P MERYL STREEP	P FRANK SINATRA	P TOBY KEITH	P THE HONEYMOONERS
BLACK H B L	B MOOSE TRACKS	B JAWS	B HARRISON FORD	B DORIS DAY	B BEE GEES	B KENNY CHESNEY	B THE OFFICE
WHITE I W	W PISTACHIO	W DEER HUNTER	W GENZEL WASHINGTON	W ELIZABETH TAYLOR			
MAROON J M	M STRAWBERRY	M ROCKY	M MORGAN FREEMAN	M JOJO FOSTER			
WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN

**DEMONSTRATION BALLOT**

**INSTRUCTIONS:**

- Mark any write-in or blank by making heavy blue or black ink.
- To vote for a candidate whose name is printed on the ballot fill in the circle to the right of the candidate's name.
- To vote for a person whose name is not printed on the ballot write in clearly blue or black ink in a space. There is a space under the names of the candidates for that office.
- There are 10 circles in the 10 columns.
- Any other mark or writing in an unmarked circle or in the white squares or black spaces provided for voting will void this entire ballot.
- Do not remove. If you need a greater number of candidates than there are spaces to mark, your ballot will be void for that office only or party position.
- If you hear or believe, or strongly mark this ballot, return it and obtain another. Do not attempt to correct mistakes on the ballot by making erasures or other marks. Erasures or other marks may invalidate all or part of your ballot. Prior to surrendering your ballot, if you make a mistake or completing the ballot or wish to change your ballot choices, you may obtain and complete a new ballot. You have a right to a replacement ballot upon return of the original ballot.

**NEW YORK STATE COUNTY TESTING**

Ballot ID: 1

ORANGE COUNTY  
Training Election  
Month, Day, 2009

City of: Make Believe  
BALLOT 1  
 AFFIDAVIT  EMERGENCY

(Numbering Sequence 1-10000)  
Book No. 5 of 10  
No. 472

They may now direct the voter to the privacy booth where they will mark their ballot.

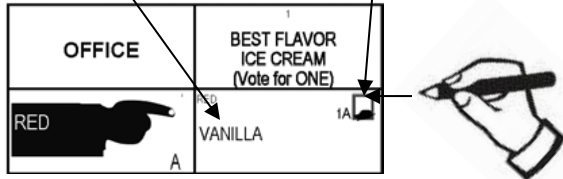
**To vote**, the voter must use the appropriate writing utensil supplied by the Board of Elections at the Privacy Booths. If the voter requires assistance, one bilingual inspector (or coordinator) and an inspector representing the other political party may assist that voter with marking the ballot.

### Blank Ballot

### Marked Ballot

OFFICE	BEST FLAVOR ICE CREAM (Vote for ONE)	BEST MOVIE (Vote for ONE)	BEST ACTOR/ACTRESS (Vote for TWO)	
RED A	VANILLA	1A GONE WITH THE WIND	1B KATHERINE HEPBURN	1C JOHN WAYNE
GREEN B	CHOCOLATE	2A WIZARD OF OZ	2B JACK NICHOLSON	2C AUDREY HEPBURN
BLUE C	BUTTER PECAN	3A THE BUCKET LIST	3B AL PACINO	3C BETTE DAVIS
YELLOW D	COOKIES & CREAM	4A ONE FLEW OVER THE CUCKOO'S NEST	4B INGRID BERGMAN	4C ROBERT DE NIRO
PURPLE E	ROCKY ROAD	5A CASABLANCA	5B JIMMY STEWART	5C JOAN CRAWFORD
ORANGE F	BLACK CHERRY	6A THE GODFATHER	6B BURT LANCASTER	6C SOPHIA LOREN
PINK G	MINT CHOCOLATE CHIP	7A STAR WARS	7B MERYL STREEP	7C JACK LEMON
BLACK H	MOOSE TRACKS	8A JAWS	8B HARRISON FORD	8C DORIS DAY
WHITE I	PISTACHIO	9A DEER HUNTER	9B DENZEL WASHINGTON	9C ELIZABETH TAYLOR
MAROON J	STRAWBERRY	10A ROCKY	10B JODY FOSTER	10C MORGAN FREEMAN
WRITE-IN				

OFFICE	BEST FLAVOR ICE CREAM (Vote for ONE)	BEST MOVIE (Vote for ONE)	BEST ACTOR/ACTRESS (Vote for TWO)	
RED A	VANILLA	1A GONE WITH THE WIND	1B KATHERINE HEPBURN	1C JOHN WAYNE
GREEN B	CHOCOLATE	2A WIZARD OF OZ	2B JACK NICHOLSON	2C AUDREY HEPBURN
BLUE C	BUTTER PECAN	3A THE BUCKET LIST	3B AL PACINO	3C BETTE DAVIS
YELLOW D	COOKIES & CREAM	4A ONE FLEW OVER THE CUCKOO'S NEST	4B INGRID BERGMAN	4C ROBERT DE NIRO
PURPLE E	ROCKY ROAD	5A CASABLANCA	5B JIMMY STEWART	5C JOAN CRAWFORD
ORANGE F	BLACK CHERRY	6A THE GODFATHER	6B BURT LANCASTER	6C SOPHIA LOREN
PINK G	MINT CHOCOLATE CHIP	7A STAR WARS	7B MERYL STREEP	7C JACK LEMON
BLACK H	MOOSE TRACKS	8A JAWS	8B HARRISON FORD	8C DORIS DAY
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MAROON J	STRAWBERRY	10A ROCKY	10B JODY FOSTER	10C MORGAN FREEMAN
WRITE-IN				



If the voter wishes to **vote for a person whose name is not printed on the ballot**, they may do a **write-in vote**. They must go down the office/contest column to the very last box and write-in the person's name.

OFFICE	Best Ice Cream Flavor (Vote for ONE)	Best Movie (Vote for ONE)	Best Actor/Actress (Vote for TWO)	Best Season (Vote for ONE)	Best TV Show (Vote for ONE)	Best Soap Opera (Vote for ONE)
RED A	VANILLA	1A GONE WITH THE WIND	1B KATHERINE HEPBURN	1C WINTER	1D LYNARD SKYWARD	1E BEYONCE
GREEN B	CHOCOLATE	2A WIZARD OF OZ	2B JACK NICHOLSON	2C SPRING	2D GLEN MILLER	2E G. SOPRANO
BLUE C	BUTTER PECAN	3A THE BUCKET LIST	3B AL PACINO	3C SUMMER	3D ABBA	3E CARRIE UNDERWOOD
YELLOW D	COOKIES AND CREAM	4A ONE FLEW OVER THE CUCKOO'S NEST	4B ROBERT DE NIRO	4C FALL	4D AVENGED SEVENFOLD	4E KENNY ROGERS
PURPLE E	ROCKY ROAD	5A CASABLANCA	5B JIMMY STEWART	5C JOAN CRAWFORD	5D GEORGE STRAIT	5E LUTHER VANDROSS
ORANGE F	BLACK CHERRY	6A THE GODFATHER	6B BURT LANCASTER	6C SOPHIA LOREN	6D RHINER	6E PINK FLOYD
PINK G	MINT CHOCOLATE CHIP	7A STAR WARS	7B JACK LEMON	7C MERYL STREEP	7D FRANK SINATRA	7E TONY KEITH
BLACK H	MOOSE TRACKS	8A JAWS	8B HARRISON FORD	8C DORIS DAY	8D BEE GEES	8E KENNY CHESNEY
WHITE I	PISTACHIO	9A DEER HUNTER	9B DENZEL WASHINGTON	9C ELIZABETH TAYLOR	9D THE OFFICE	9E MARY TYLER MOORE
MAROON J	STRAWBERRY	10A ROCKY	10B MORGAN FREEMAN	10C JODY FOSTER	10D MACK	10E ALMY CHILDREN
WRITE-IN						

Write in the name of the candidate in the box that says **WRITE-IN**

**WRITE**



The voter has finished marking their ballot and is ready to feed the marked ballot into the ImageCast Scanner. The voter can deposit their own ballot but if the voter asks for assistance, the inspector may help feed the ballot. The ballot can be inserted into the scanner FACE UP or FACE DOWN.

**The voter's right to  
privacy must be  
preserved.**

**DO NOT handle the voter's ballot**

**DO NOT watch them insert their  
ballot into the scanner**

**DO NOT press any buttons  
on the scanner for the voter**

**Unless they've asked you to do so.**


# AFFIDAVIT BALLOTS

An **Affidavit Ballot** is a special paper ballot which, once voted, goes into a special envelope that must be completely and accurately filled out by the voter.

## Affidavit Ballots are used when a voter:

- Is in the correct polling place but their name is not in the Electronic (Look-Up Only) Poll Pad.
- Refuses to show ID when a banner on the Poll Pad confirmation screen requires them to do so (ID REQUIRED).
- Refuses to take an oath or refuses to answer questions with respect to a Challenge.

**OFFICIAL**  
**AFFIDAVIT**  
BALLOT  
FOR  
SPECIAL ELECTION  
MARCH 31, 2011  
STATE OF NEW YORK  
COUNTY OF WESTCHESTER

  
*Commissioners of Elections*  
PUBLIC OFFICIAL - STATE OF NEW YORK

Sheet No: 1  
49 Election Districts  
County of Westchester  
City of: White Plains  
E.D.(s): 1 / 49

USPATENT # 7000115

ALL DOCUMENTS  
SHOULD BE COMPLETED  
IN BLUE OR BLACK INK

If more than one district votes in the same polling place, please check with the other election districts within the same building to be sure that the voter gets to the correct election district table.

If a person at your polling place claims to be registered in another district, but has moved into your district, confirm this new address information with the Electronic (Look-Up Only) Poll Pad. This is to ensure that the new address is located in the election district in which you are working. If you have confirmed the voter's address is in your district, the voter may vote by Affidavit Ballot. Otherwise if you have confirmed the voter is supposed to vote elsewhere, then confirm the new polling place and district with the Electronic (Look-Up Only) Poll Pad and the direct the voter to the new location and they may be given an Affidavit Ballot there.

# GLOSSARY

## SPANISH – ENGLISH

This section contains the meaning of words that are found in the Poll Worker's Manual.

### A

**Accesibilidad - Accessibility** A poll site is accessible when a disabled voter can enter the site, travel to the voting area and vote without obstacles.

**Boleta de Declaración Jurada - Affidavit Ballot** Used when a voter's name is not listed in the poll roster book but it has been confirmed with the Ask ED device that they should vote at this location. Voter signs a sworn statement that she/he is eligible to vote and votes on a paper ballot.

**Sobre de Boleta de declaración Jurada - Affidavit Ballot Envelope** - Envelope in which the Affidavit Ballot is placed. These are not opened at the poll site. They are returned to the Board of Elections where the voter's eligibility is checked.

**Entrada Accesible - Accessible Entrance** Posted at poll sites giving disabled voters an alternate entrance into a polling place when the main entrance makes it difficult to enter safely. This alternate entrance is either already accessible or is made accessible by use of a ramp or other device.

**Distrito de la Asamblea - Assembly District (AD)** Area represented by a member of the state Assembly. An AD is composed of numerous Election Districts (EDs).

### C

**Candidato - Candidate** An individual who is running for public office or party position.

**Certificación - Certification** A statement signed by the Inspectors verifying that various procedures have been followed.

**Presidente de Mesa - Chairperson** The Inspector at each ED who is responsible for the smooth operation of that ED.

**Juramento de Desafío - Challenge Oath** Statement signed by a voter who has been challenged, saying that he/she is eligible to vote. After taking the oath, the voter may vote on the voting machine.

**Orden Judicial - Court Order** An order signed by a Supreme Court judge on Election Day. This must be read carefully by the poll worker to determine whether the judge is allowing a voter to vote on the voting machine or instructing them to vote by affidavit ballot.

## E

**Distrito de Elección- Election District (ED)** The smallest political unit. Larger political units are composed of many Election Districts.

**Campaña Electoral- Electioneering** Any kind of campaigning. Electioneering includes distributing, wearing or carrying political literature, posters, banners or buttons or soliciting votes. Electioneering is prohibited in the polling place and within a 100-foot radius from the entrance to the polling place.

**Votante Alistado - Enrolled Voter** A registered voter who has chosen to affiliate with a particular political party. An enrolled voter may vote in the primary elections of the party in which she/he is enrolled.

## G

**Elección General - General Election** An election held to elect individuals to public office. Any registered voter may vote in a General Election. (See “Registered Voter” and “Primary Election”)

## H

**Ayuda America al Acto al Voto - HAVA** Help America Vote Act.

## I

**Requisitos de Identificación - I.D. Requirements** – If a voter has registered to vote by mail and did not provide identification at that time, an “ID” box will appear in the voter’s signature box of the poll roster book. It is only at this time that a poll worker should request ID for that voter to be able to vote.

**Máquina de Votación – ImageCast Scanner** The machine on which voters cast their vote.

**Inspectores - Inspectors** The poll workers at each ED who are responsible for the operation of the ED.

**Intérprete - Interpreter** Assists non-English speaking voters by translating information provided by other poll workers. Interpreters also translate the ballot and instruct the voter on how to cast their ballot into the voting machine. The federal Voting Rights Act mandates interpreters in Spanish. The Board of Elections Commissioners may authorize interpreters in other languages where needed.

## N

**No Anuncios de Campaña - No Electioneering Sign** A sign to be posted 100 feet from the entrance to the poll site prohibiting electioneering between the sign and the entrance.

## P

**Libro de Registro - Poll Roster Book-** Contains identifying information and shows each voter's signature. There is space for the voter to sign and for the inspector to make various required entries.

**Sitio del Votante - Poll Site** A building or other location where one or more EDs are located and where elections are held.

**Observador de Votación - Poll Watcher** A representative of a candidate, political party or independent group who observes the election to make sure it is run fairly.

**Area de Votación - Polling Area** The place in the Poll Site containing the voting machines, privacy booth(s), tables and chairs for each ED.

**Elección Primaria - Primary Election** An election held by a political party to choose its candidates for the General Election and elect individuals to party positions. Only registered voters who are enrolled in the party may vote in this election. (See Enrolled Voter.)

## R

**Hoja de Referencia - Referral Slip** A form filled out by any poll worker who sends a voter to an ED at a different polling place.

**Votante Registrado.- Registered Voter** A person who is entitled to vote because s/he has filed a registration form with the Board of Elections.

## S

**Muestra de la Boleta - Sample Ballot** Large sheet showing exactly what is on the ballot and should be placed where voters can read it before they vote.

**Animal al Servicio - Service Animal** Service animals (Seeing Eye dogs) help individuals with disabilities perform certain functions and tasks.

**Credenciales para los Bilingües - Spanish Bilingual Badges** Found in the poll worker supply bag, these badges say "I Speak Spanish" (in English and Spanish) and should be worn by any poll worker who speaks Spanish.

**Boleta Especial - Special Ballot** A paper ballot cast by Poll Workers who are unable to go to their polling place on Election Day to vote. A Special Ballot must be requested in person at the Board of Elections 2 weeks before the election.

**Directorio de Calles – Street Directory** A directory of every address in a town/city showing the political subdivisions (ED, AD, CD, etc.) to which each address belongs. It is ordered first by street name and then lists each house number on that street in odd and even groups.

**Bolsa de Equipo - Supply Bag** - The bag containing many of the supplies needed at an election district on Election Day.

## V

**Anuncio de Vote Aquí - Vote Here Sign** A sign placed at the entrance to the poll site telling voters that voting is conducted there.

**Actos de Derechos al Votante - Voting Rights Act** A federal law that makes it illegal to discriminate against voters or candidates on the basis of race, color or language. The act also provides for language assistance to ensure that voters who do not speak English can vote. Federal Observers may visit polling places to make sure this law is being followed.

## W

**Certificado de los Observadores – Watcher’s Certificate** A document signed by the candidate or organization that sent a poll watcher to observe the election. There must be a separate Poll Watcher’s Certificate for each election district they want to observe. The poll watcher must hand in the certificate to the Inspectors at the election district and it must be returned to the Board of Elections at the close of polls.

# GLOSSARY

## ENGLISH – SPANISH

This section contains the meaning of words that are found in the Poll Worker's Manual.

### A

**Accessibility - Accesibilidad** - A poll site is accessible when a disabled voter can enter the site, travel to the voting area and vote without obstacles.

**Affidavit Ballot - Boleta de Declaración Jurada** - Used when a voter's identity cannot be confirmed in the poll roster book. Voter signs a sworn statement that she/he is eligible to vote and votes on a paper ballot.

**Affidavit Ballot Envelope - Sobre de Boleta de declaración Jurada** - Envelope in which the Affidavit Ballot is placed. These are not opened at the poll site. They are returned to the Board of Elections where the voter's eligibility is checked.

**Accessible Entrance - Entrada Accesible** - At poll sites where there are obstacles at the main entrance, giving disabled voters an alternate entrance. This alternate entrance is either already accessible or is made accessible by use of a ramp or other device.

**Assembly District (AD) - Distrito de la Asamblea** - Area represented by a member of the state Assembly. An AD is composed of numerous Election Districts (EDs).

### C

**Candidate - Candidato** - An individual who is running for public office or party position.

**Certification - Certificación** - A statement signed by the Inspectors verifying that various procedures have been followed.

**Chairperson - Presidente de Mesa** - The Inspector at each ED who is responsible for the smooth operation of that ED.

**Challenge Oath - Juramento de Desafío** - Statement signed by a voter who has been challenged, saying that s/he is eligible to vote. After taking the oath, the voter may vote on the voting machine.

**Court Order - Orden Judicial** - An order signed by a Supreme Court judge on Election Day. This must be read carefully by the poll worker to determine whether the judge is allowing the voter to vote on the voting machine or instructing them to vote by affidavit ballot.

## E

**Election District (ED) - Distrito de Elección** - The smallest political unit. Larger political units are composed of many Election Districts.

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## G

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**ImageCast Scanner - Máquina de Votación** - The machine on which voters cast their vote.

**Inspectors - Inspectores** - The poll workers at each election district who are responsible for the operation of the election district.

**Interpreter - Intérprete** - Assists non-English speaking voters by translating information provided by other poll workers, instructing the voter in using the voting machine and translating the ballot. The federal Voting Rights Act mandates interpreters in Spanish. The Board of Elections Commissioners may authorize interpreters in other languages where needed.

## N

**No Electioneering Sign - No Anuncios de Campaña** - A sign to be posted 100 feet from the entrance to the poll site prohibiting electioneering between the sign and the entrance.

## P

**Poll Roster Book- Libro de Registro** - Contains identifying information and shows each voter's signature. There is space for the voter to sign and for the inspector to make various required entries.

**Poll Site - Sitio del Votante** - A building or other location where one or more EDs are located and where elections are held.

**Poll Watcher - Observador de Votación** - A representative of a candidate, political party or independent group who observes the election to make sure it is run fairly.

**Polling Area - Area de Votación** - The place in the Poll Site containing the voting machines, privacy booth(s), tables and chairs for each ED.

**Primary Election - Elección Primaria** - An election held by a political party to choose its candidates for the General Election and elect individuals to party positions. Only registered voters who are enrolled in the party may vote in this election. (See Enrolled Voter.)

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**Referral Slip - Hoja de Referencia** - A form filled out by any poll worker who sends a voter to an ED at a different poll site.

**Registered Voter - Votante Registrado** - A person who is entitled to vote because s/he has filed a registration form with the Board of Elections.

## S

**Sample Ballot - Muestra de la Boleta** - Large sheet showing exactly what is on the ballot and should be placed where voters can read it before they vote.

**Service Animal - Animal al Servicio** - Service animals (Seeing Eye dogs) help individuals with disabilities perform certain functions and tasks.

**Spanish Bilingual Badges - Credenciales para los Bilingües** - Found in the inspector supply bag, these badges say "I Speak Spanish" (in English and Spanish) and should be worn by any poll worker who speaks Spanish.

**Special Ballot - Boleta Especial** - A paper ballot cast by Poll Workers who are unable to go to their polling place on Election Day to vote. A Special Ballot must be requested in person at the Board of Elections 2 weeks before the election.

**Street Directory - Directorio de Calles** - A directory of every address in a town/city showing the political subdivisions (ED, AD, CD, etc.) to which each address belongs. It is ordered first by street name and then lists each house number on that street in odd and even groups.

**Supply Bag - Bolsa de Equipo** - The bag containing many of the supplies needed at an election district on Election Day.

## V

**Vote Here Sign - Anuncio de Vote Aquí** - A sign placed at the entrance to the poll site telling voters that voting is conducted there.

**Voting Rights Act - Actos de Derechos al Votante** - A federal law that makes it illegal to discriminate against voters or candidates on the basis of race, color or language. The act also provides for language assistance to ensure that voters who do not speak English can vote. Federal Observers may visit polling places to make sure this law is being followed.

## W

**Watcher's Certificate - Certificado de los Observadores** - A document signed by the candidate or organization that sent a poll watcher to observe the election. There must be a separate Poll Watcher's Certificate for each election district they want to observe. The poll watcher must hand in the certificate to the Inspectors at the election district and it must be returned to the Board of Elections at the close of polls.