

Westchester County Board of Elections

25 Quarropas Street, White Plains, NY 10601

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www.westchestergov.com/boe



POLL WORKER INSTRUCTION MANUAL

5/19/2021

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A Message to Poll Workers

As a Poll Worker, you play an essential role in the process that enables citizens to exercise their constitutional right to vote. The success or failure of the election process depends to a great extent on how well you carry out your responsibilities at the polls.

What voters experience at the polls is the only part of the election system which they observe regularly. The impression that you leave with voters influences their view of the election system. We trust that you, as a representative of the Westchester County Board of Elections, will perform your duties in a way that gives voters confidence in the fairness and effectiveness of the election process.

This handbook, your Westchester County Board of Elections' training course, and the other aids supplied to you, will describe your responsibilities in detail. Your job has two main goals: to help qualified voters to vote and to ensure that their votes are properly counted. You can accomplish these goals by maintaining a helpful attitude and by applying election laws and procedures uniformly as you have learned them.

The work of an inspector can be difficult and tiring. However, when you have done the job properly, you will know that the voters of your election district have been well-served. On their behalf, and on behalf of all of New York State's citizens, we thank you for your service.

A handwritten signature in black ink, appearing to read "Reginald A. Lafayette".

REGINALD A. LAFAYETTE
Commissioner

A handwritten signature in black ink, appearing to read "Douglas A. Colety".

DOUGLAS A. COLETY
Commissioner

QUALIFICATIONS, TRAINING, ASSIGNMENTS & COMPENSATION OF POLL WORKERS

Poll Worker Qualifications

- Must be a registered voter and a resident of Westchester County;
- Cannot hold any public elective office or be a candidate for public office or party position to be voted on by voters of the district in which you will work;
- May not be the spouse, parent or child of a candidate running for office in the district in which you will work;
- Must be able to clearly speak, read, and write the English language fluently.

Training and Certification

New York State Election Law mandates that all poll workers attend a training class every year. The Board of Elections conducts annual training classes. Instruction covers important aspects of election law, accessible voting, utilizing the different voting systems, completing necessary forms, and other basic duties. An exam is given at the end of the training class, which every inspector must pass in order to become certified.

Oath of Office

Each certified inspector takes an oath of office given by the Board of Elections. If you are called to fill in for an Inspector who is unable to work, sign and return the "Provision to Fill a Vacancy". You will find this form in the clear plastic binder in your blue supply bag.

Poll Worker Assignments

The Westchester County Board of Elections appoints all poll workers in accordance with New York State Election Law §3-404.

While inspectors are required to become certified every year by attending two training sessions, doing so does not automatically guarantee an assignment to work. The certification process provides the Board with a pool of workers. However, there may be instances when more people than needed are certified in certain locations thereby resulting in some inspectors not receiving assignments.

Any inspector assigned to work will receive both a telephone call from the Board of Elections to confirm their availability to work and a formal assignment letter directing him/her to appear at a specific polling place and Election District (ED).

Compensation

All individuals working at the polls are paid for working on Election Day and for attending required training sessions. The rate of pay is set by the county legislature. You will be paid for every required training class you attend.

If you are chosen to be a Chairperson in your district, you will be paid an additional amount, to reflect your additional duties. The Chairperson must perform **ALL** of the duties of the Chairperson, including **calling in the vote** and **returning the Supply Bag** on Election night, in order to be entitled the Chairperson's stipend. Inspectors appearing at the polls without a formal assignment from the Board of Elections will not be compensated.

YOUR LEGAL DUTY TO IMPARTIALLY ADMINISTER THE ELECTION

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Your most fundamental obligation as a Poll Worker (also known as Election Inspector) is to administer the election impartially. Under the New York State Election Law and the Federal Voting Rights Act, it is illegal to conduct the election in any way that benefits or favors one or more candidates over others, or to discriminate against candidates or voters on the basis of race, color, gender, age, language or country of origin.

Violation of New York State Election Law or the Federal Voting Rights Act may result in criminal prosecution, personal civil liability, and the voiding of the results of the election.

PROHIBITED PRACTICES

Under New York State Election Law, it is a felony punishable by fine, imprisonment or both for a Poll Worker to:

1. Destroy, remove, alter or mark any ballots;
2. Campaign, distribute campaign literature, knowingly and willfully permit campaign literature to be present or electioneer at the polls;
3. Commit, or even knowingly permit, fraud of any kind during the election;
4. Threaten or intimidate voters;
5. Knowingly permit an unqualified voter to vote, or permit someone to vote more than once;
6. Communicate with others regarding someone's vote;
7. Enter a voting booth with a voter, unless the voter requests assistance; without the voter's request;
8. Destroy or alter the list of voters, the registration poll book, Challenge Report, affidavits or court orders;
9. Deface or destroy the list of candidates, voter instruction cards, or other supplies at the polling place;
10. When helping a voter who has requested assistance in voting, induce the voter to vote in a certain way, reveal a vote, or keep a record of anything occurring in the voting booth;
11. Knowingly deny a qualified voter the right to cast his or her ballot.

Under the Federal Voting Rights Act, it is illegal to:

1. Discriminate against voters or candidates on the basis of race, color, gender, age, language or country of origin.
2. Administer the election on different terms for different racial groups, even without the intention to discriminate.



While in the Polling Place, Cell Phones should only be used to contact the Board of Elections.



Texting, personal phone calls, radio playing or headphones are prohibited.

WE EXPECT YOU AS A POLL WORKER TO:

- Dress appropriately
- Arrive on time and work throughout the day
- Show mutual respect to each other
- Respect voters' rights
- Have a positive attitude
- Know and follow Board of Election policies and procedures

THE ELECTION DAY TEAM

.....

Election Inspectors

Four inspectors are assigned to each election district, two representing each of the two major political parties. The inspectors are responsible for the operation of the election district, including opening the polls, serving voters and closing the polls - including accurately completing all forms required at the close of the polls.

Because the Board of Inspectors must function in a bipartisan manner, election inspector duties should be divided equally. For example, two inspectors from different political parties are required to handle the Poll Pad and to compare Election Day signatures made by voters, to the preprinted signatures appearing in the Poll Pad. Duties can change during voting hours, so inspectors should alternate or rotate tasks.

Inspectors must ensure that each Affidavit Ballot Envelope is completed correctly and completely, and an Election Inspector must sign each Affidavit Ballot Envelope.

Board members also work closely in completing the Challenge Report and other required forms.

The Board of Inspectors must maintain order in the polling place at all times. If people do not comply with your attempts to maintain order, you may call the police. These officials are required by law to help you.

Poll Clerks

In a General Election, the Board of Elections may appoint Poll Clerks. Two poll clerks may be appointed, each representing one of the major political parties.

Poll Clerks can perform most of the duties of Election Inspectors. Poll Clerks may not do specific jobs such as voting on challenges, and serving as or selecting the Chairperson.

Chairperson

One of the inspectors at each election district serves as Chairperson. If not previously appointed, then the Chairperson must be appointed by the Board of Inspectors as soon as they arrive at the polling place. If the Board of Inspectors cannot agree on a Chairperson, you can draw names for the position.

The Chairperson is a team leader who supervises election day activities. Duties include:

1. Accounting for and distributing all election district supplies.
2. Ensuring that all required forms are filled out completely and accurately.
3. Making Inspector duty assignments, as well as arranging for meal times and short breaks.
4. Announcing vote results to the public.
5. Making sure pay vouchers are signed.
6. Phoning results in to the Westchester County Board of Elections after the polls have been closed.
7. Returning Affidavit Ballots, as well as opening and closing reports, unused ballots, poll roster books and sign-in sheets. These should be placed in their appropriate envelopes (along with all other supplies) in the Inspector Bag and returned to the place designated by the Westchester County Board of Elections.

NOTE: IF THE CHAIRPERSON DOES NOT CALL IN THE VOTE AND RETURN THE INSPECTOR BAG THEMSELVES ON ELECTION NIGHT, THEY ARE NOT ENTITLED TO THE CHAIRPERSON'S COMPENSATION.

Bilingual Election Inspectors

One or two of the four inspectors assigned in certain election districts are mandated by the U.S. Department of Justice to be Bi-Lingual speaking (English/Spanish) inspectors and interpreters on Election Day. When oral assistance is a requirement, bilingual inspectors / interpreters will be at the site to help voters who do not understand English, to translate any information or questions poll workers have for the voter and translate the answers the voter gives.

Bilingual inspectors / interpreters:

- (1) Use the sample ballot and any other tools provided to assist the voter before he or she enters the privacy booth,
- (2) If requested, go to the privacy booth (with an Inspector who represents the other political party) to translate the entire ballot for the voter,
- (3) Keep a record, in the challenge report, of how many voters they provide assistance to and any problems that they encounter.

Election Coordinators

Election Coordinators may be assigned to Polling Places that have multiple election districts. There are an equal number (usually one each) representing each of the major political parties.

Election Coordinators utilize the “look-up only” electronic poll pad or printed street directories to verify registrations and direct voters to the correct election district table.

Coordinators who are bilingual also provide assistance to voters in the same manner as the Bilingual Inspectors.

Election Coordinators also assist the Election Inspectors as needed.

Ballot Marking Device (BMD) Election Inspectors

Two Ballot Marking Device (BMD) Inspectors, one representing each of the major political parties, are assigned to each polling place. They are trained to open, close and operate the Ballot Marking Device voting machine for voters with disabilities. There is one BMD in every polling place.

When Election Coordinators are not assigned to a polling place, the Ballot Marking Device (BMD) Inspectors utilize the “look-up only” electronic poll pad to verify registrations and direct voters to the correct election district table.

Ballot Marking Device (BMD) Inspectors will hang the flag and post all signs inside and outside the polling place.

Ballot Marking Device (BMD) Inspectors also assist the Election Inspectors as needed.

Voters may also scan regular ballots into the BMD machines if the Plan A machine breaks down and the Board of Elections has approved Emergency Ballot procedures.

IMPORTANT: Before using Emergency Ballot Procedures,
Inspectors must obtain authorization from the BOARD OF ELECTIONS

SPECIAL BALLOTS FOR POLL WORKERS

In accordance with New York State Election Law §11-302, any Westchester County Board of Elections employee, Inspector, Poll Clerk or Coordinator may vote by special ballot if he or she is unable to vote in his or her own election district because of election day work duties.

A regular Absentee Ballot Application CANNOT be used for this purpose.

The voted ballot must be cast **in person** at the Board of Elections not earlier than two weeks before the election.

OTHER PEOPLE AT THE POLLS

Poll Watcher

A poll watcher must be a qualified voter in Westchester County. All poll watchers must have a written certificate issued by the chairperson, secretary of the political party or independent body which they represent. In a primary, it can be signed by two or more candidates. The certificate must be delivered to and held by the Inspectors of the Election District in which the poll watcher wishes to watch. Poll Watchers must have a separate certificate for each district they wish to watch. The certificate must be returned to the Westchester County Board of Elections with your supplies.

POLL WATCHER CERTIFICATE <i>(FOR USE ON ELECTION DAY)</i> <i>Section 8-500, Election Law</i>	
<p>I/We, the undersigned, being _____ (chair/candidate) _____, do hereby appoint _____ (watcher's name) _____ who is a qualified voter in the Town/City/Village of _____ in the County of Westchester, State of New York to be a watcher for the election to be held on ____ (date of election) in the ____ (Election district number) election district, in the ____ (ward number if applicable) ward of the Town/City/Village of _____, County of Westchester State of New York.</p>	
Signature	Title
_____	_____

Above is an example of what you might see on Election Day.

POLL WATCHERS MAY:



POLL WATCHERS MAY **NOT**:



<p>Be present up to 15 minutes before the opening of the polls.</p> <p>View the unlocking of the voting machine.</p> <p>Obtain a list of names (by phone/email request to the Board of Elections) of those voters who have already voted.</p> <p>Challenge persons whom they believe are not eligible to vote.</p> <p>View the closing of the voting machine.</p> <p>Observe the closing and canvassing of the vote.</p>	<p>Disrupt the election process in any way.</p> <p>Tell an election inspector what to do or how to do their job.</p> <p>Sit at the table with the inspectors.</p> <p>Put their hands on the machine, supplies and/or bags.</p> <p>Talk to voters about their choice in candidates.</p> <p>Electioneer within the 100-foot marker.</p>
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Candidates

A candidate for elected office may NOT serve as a poll watcher, may NOT observe the opening of the polls and may NOT observe the canvass at the end of the day. Candidates may NOT disrupt proceedings or electioneer within the distance marker, which is placed 100 feet from the entrance of the polling site.

Federal Observers

Federal Observers from the Department of Justice may visit your polling place to monitor compliance with the Federal Voting Rights Act, The Help America Vote Act (HAVA) and a Consent Decree. Please note that these observers may, with the permission of the voter, accompany a voter and interpreter into the privacy booth to observe the manner in which the poll worker interprets for the voter.



OPENING THE POLLS

STEP 1: ARRIVE AT YOUR POLL SITE AT 5 AM THE POLLS OPEN AT 6 AM

IF THE BUILDING IS LOCKED

You may find that your site is locked when you arrive at 5 am. If this happens, knock loudly to alert the custodian. If you are still unable to enter, call the Westchester County Board of Elections.

If there is no voting machine or you cannot find the supply bag when you arrive, call the Westchester County Board of Elections **immediately**.

IF INSPECTORS ARE MISSING

To open the polls, an election district must have at least one inspector present from each of the two major political parties (1 Democrat & 1 Republican). When you arrive at the polls:

- If you have only two Election Inspectors in your district and they are both registered in the same political party, one inspector can be sworn in to represent the opposite party until a substitute arrives. You must complete the "Provision to Fill a Vacancy" (see next page).
- If you have only one Election Inspector in your district and your polling place contains more than one Election District, an inspector from another election district and from the opposite party can sit in until a substitute arrives.
- If only one Election Inspector is present in your district and your polling place only contains one election district, a BMD Inspector may sit in until a substitute arrives. A registered voter from the opposite political party can be sworn in as an Election Inspector as well, until a substitute arrives. Call the Westchester County Board of Elections to verify the voter's registration and to receive authorization. You must swear-in the replacement worker and complete the "Provision to Fill a Vacancy".
- All workers must be approved by the Board of Elections. Anyone who works without receiving this approval will not be paid.

* * *

**You CANNOT open the polls until at least one Election Inspector
from each political party is present**

* * *



Westchester County Board of Elections
25 Quarropas Street
White Plains, New York 10601

New York State Election Law §3-418

Election Inspector and Poll Clerk: Emergency provision for filling vacancies or absences

Person being appointed to fill vacancy:

Name: _____

Address: _____

Representing the _____ Party

Town/City of _____

Election District: _____ Ward (Yonkers Only) _____

**PERSON APPOINTED TO FILL VACANCY MUST TAKE
THE FOLLOWING OATH OF OFFICE BEFORE SERVING
AS AN ELECTION INSPECTOR OR POLL CLERK**

Qualification and Oath of Office for Inspector of Elections

State of New York)
County of Westchester) SS.:

I, _____, do solemnly swear (or) affirm that, having been instructed and having qualified as an INSPECTOR OF ELECTIONS, I will support the Constitution of the United States, the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of INSPECTOR OF ELECTIONS, according to the best of my ability.

Sworn (or) Affirmed to me this _____ day of _____, 20__

Signature of Inspector of Elections

Inspector making appointment & giving oath

STEP 2: CHECK YOUR SUPPLIES

1. **Make Sure You Have The Correct Supply Bag**
Each Election District in a polling place has its own supply bag and poll pad case, which can be found at your polling place when you arrive. Check to see that the Ward and/or Election District number on the outside of your supply bag and poll pad case matches the number on the front of the voting machine. If the numbers don't match, check the other bags/cases in your polling place. If these items are not at your site, contact the Board of Elections immediately.
2. The supply bag of the lowest election district in your polling place will contain the **BMD Supplies**. They will be found in one of the **outside zippered compartments**. Please **allow for the BMD Inspectors to remove the seal of the zipper and retrieve their supplies themselves** from this compartment. They will need to put any remaining supplies back into this compartment at the end of the night.
3. The other side pocket on the outside of the bag should contain **sample ballots** and a letter opener. **Make sure you have received the correct sample ballots for your district**. Use the letter opener to cut the seal of the main zipper and **OPEN THE BAG**. **You will have to record the seal number in the Canvass Report**.
4. **Make sure you have received the correct Ballot Books for your district**.
You will have to enter the number of Ballot Books and ballots you received on the Canvass Report.
 - For Primary Elections the Ballot Books will be color coded.
5. Take an inventory of the remaining materials by comparing them to the checklist of supplies (found in your bag) to be sure you have enough of everything listed.
6. Keep on the sign in table only those things that you need readily available. Everything else should be put back in the blue supply bag until needed.

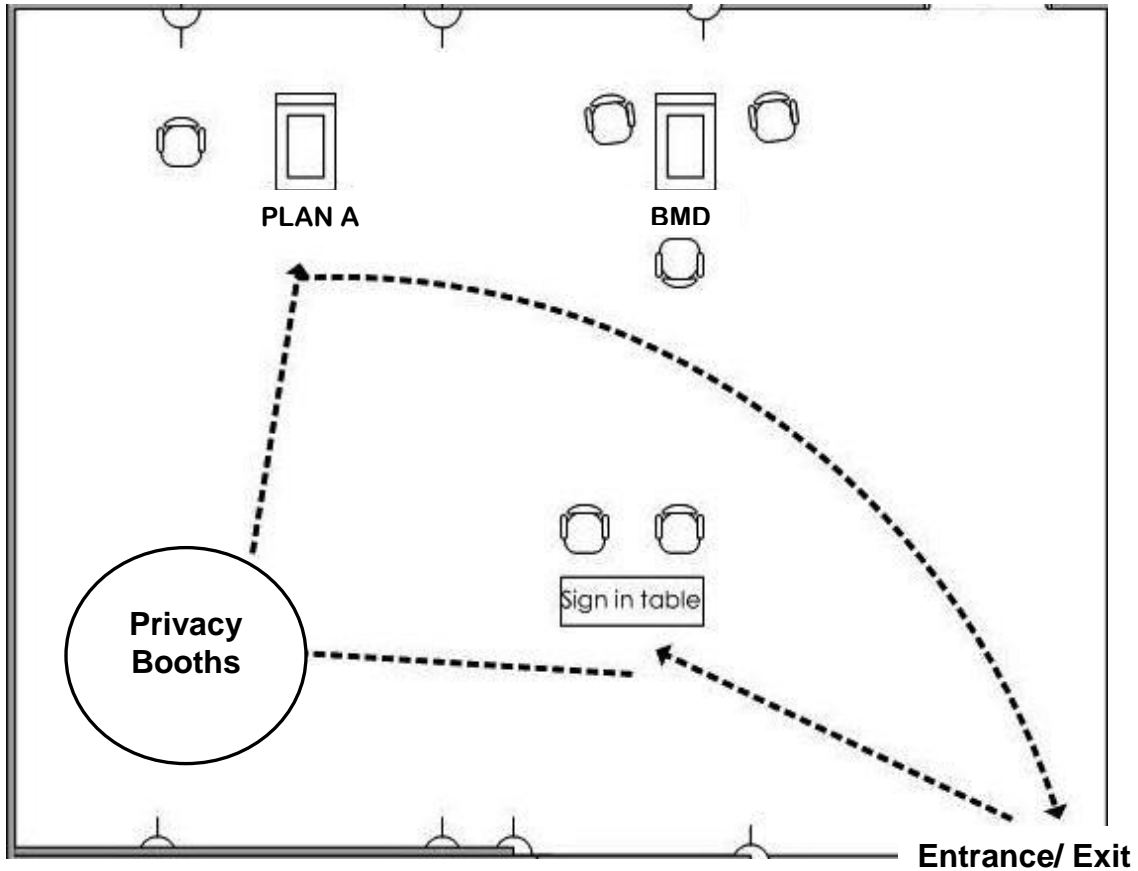
Checklist of Supplies

Amount	Item	Amount	Item
	LOOSE ITEMS		FOUND IN BMD SUPPLY BAG (Signs to be Posted: English & Spanish)
4	Privacy Sleeves		100 Foot Marker
	Sample Ballots		Handicapped Entrance Signs
1	Orange Security Pouch (Empty)	1	American Flag
1	Purple Security Pouch (Empty)		Big poster containing all other signs to be displayed
	Table Sign Town/City, ED, Date		BINDER
			Telephone Numbers to <u>Call Results in After Polls Close</u>
	LARGE CLEAR BAG		
1	Return of Canvass/Seal Recording Sheet/Ballot Transmittal Form	1	Election Inspector Handbook Machine Instructions
1	Challenge Report		
Varies	Affidavit Ballots Affidavit Envelopes	5	Inspectors Oath, Challenge Oath/ Bilingual, Voter Assistance Oath/ Bilingual, Notice of Deceased Forms/ Bilingual
	Return-Bag: Instructions on bag.		
	Ballot Propositions where needed (General Elections ONLY)	4-6 Per ED	Payroll Vouchers
1	Silver Security Bag (Empty) with Chain of Custody Report	1	Polling Place Floor Plan
1	GREEN SECURITY POUCH		Other materials as needed
	Opening Machine Tape Envelope Closing Machine Tape Envelope Machine and Bag Seals Replacement Paper Roll for machine Security Key (I-button) Identification Badges		SMALL Zip Lock Bag
			Pens / Pencils/Paper Clips/ Tacks/Masking Tape / Pad
			Hand Held Calculator

▶ **Be Sure That All Inspectors And Poll Clerks Are Wearing Proper Identification Badges** ◀

STEP 3: SETTING UP THE POLLING PLACE

Every polling place is different. This is just an example, so you have a general idea of how the polling place should look and how the flow of voters should be.



Do your best to follow these guidelines when situating the voting machine, election district tables and privacy booths.

Ballot Marking Device (BMD) Inspectors will hang the American flag and post all signs inside and outside the polling place. This includes Instructions to Voters, New York State Voter's Bill of Rights, Voting Assistance Guidelines and Instructions for Affidavit and Emergency Procedures.

Election Inspectors should post sample ballots so they can be easily seen by voters. There should be extra sample ballots for voters. Voters may take a sample ballot into the privacy booth with them.

At your election district table you should have: the **Ballot Book (One English and One Spanish Ballot Book, for the General Election. During a Primary Election, one Ballot Book for each party running a Primary)**, an Electronic Poll Pad, and Sample Ballots. These should be organized on the table. **Everything else should remain in your supply bag until needed.**

Affidavit Paper Ballots, Affidavit Ballot Envelopes, and Additional Ballot Books should be kept in a secure place accessible only by the Election Inspectors.

IMPORTANT: In a General Election, only one English and only one Spanish Ballot Book should be on the table at a time. During a Primary Election you may have one Ballot Book on the table for each party running a Primary. Ballot Books should always be used in sequential order, starting with number 1.

Ex. Book No. 5 of 10

There will be 4 Security Pouches in your supply bag that are clearly labeled for what is in them and what should go into them.

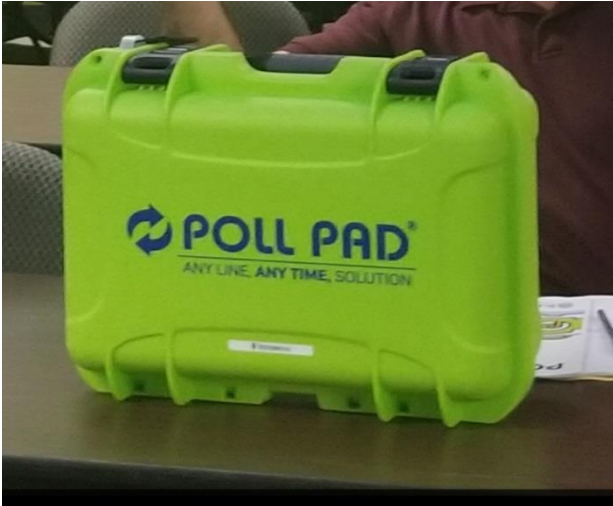
The **Green Security Pouch** contains the Security Key, machine and bag seals, and the envelopes for the opening and closing receipt tapes.

The **Purple Security Pouch** is for Spoiled / Voided Ballots. If the voter requests a replacement ballot, the Spoiled / Voided Ballot must first be placed in the purple bag.

The **Orange Security Pouch** is for Completed Affidavit Paper Ballots, Emergency Ballots that cannot be scanned into the BMD machine, Court Orders, abandoned ballots found at the machine but not able to be scanned, the Canvass / Seal Recording Sheet / Ballot Transmittal Form, any Absentee Ballots brought to the polls, the opening receipt tape in an envelope, and the closing receipt tape in an envelope.

The **Silver Security Pouch** is for one of the memory cards from your machine. It is used at the end of the night.

STEP 4: SETTING UP THE VOTING SYSTEM

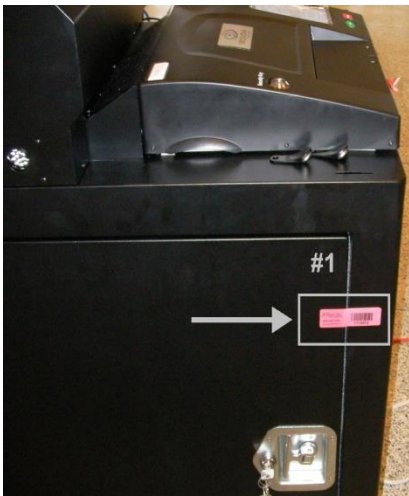


1. Locate the Poll Pad designated for your Election District.
2. Choose one DEMOCRAT and one REPUBLICAN Inspector to open and set up the Poll Pad.
3. You will notice the case was delivered pre-sealed. Check the seals to be sure they are intact. If any of the seals are broken or have been removed, contact the Board of Elections immediately.

SETTING UP THE VOTING SYSTEM, CONT.

1. Locate the ImageCast Scanner (Plan A machine) designated for your Election District.
2. Choose one DEMOCRAT and one REPUBLICAN Inspector to open the ImageCast Scanner (Plan A machine).
3. Now you will notice that the ImageCast machine was delivered pre-sealed. **Check the seals to be sure they are intact.** If any of the seals are broken or have been removed, **contact the Board of Elections immediately.**

Seal # 1
Ballot Box Door Seal



Seal # 2
Scanner Cover/Privacy Shield Seal



Seal # 3
Compact Flash Door Seals (2)



Seal # 4
Port Cover Seal

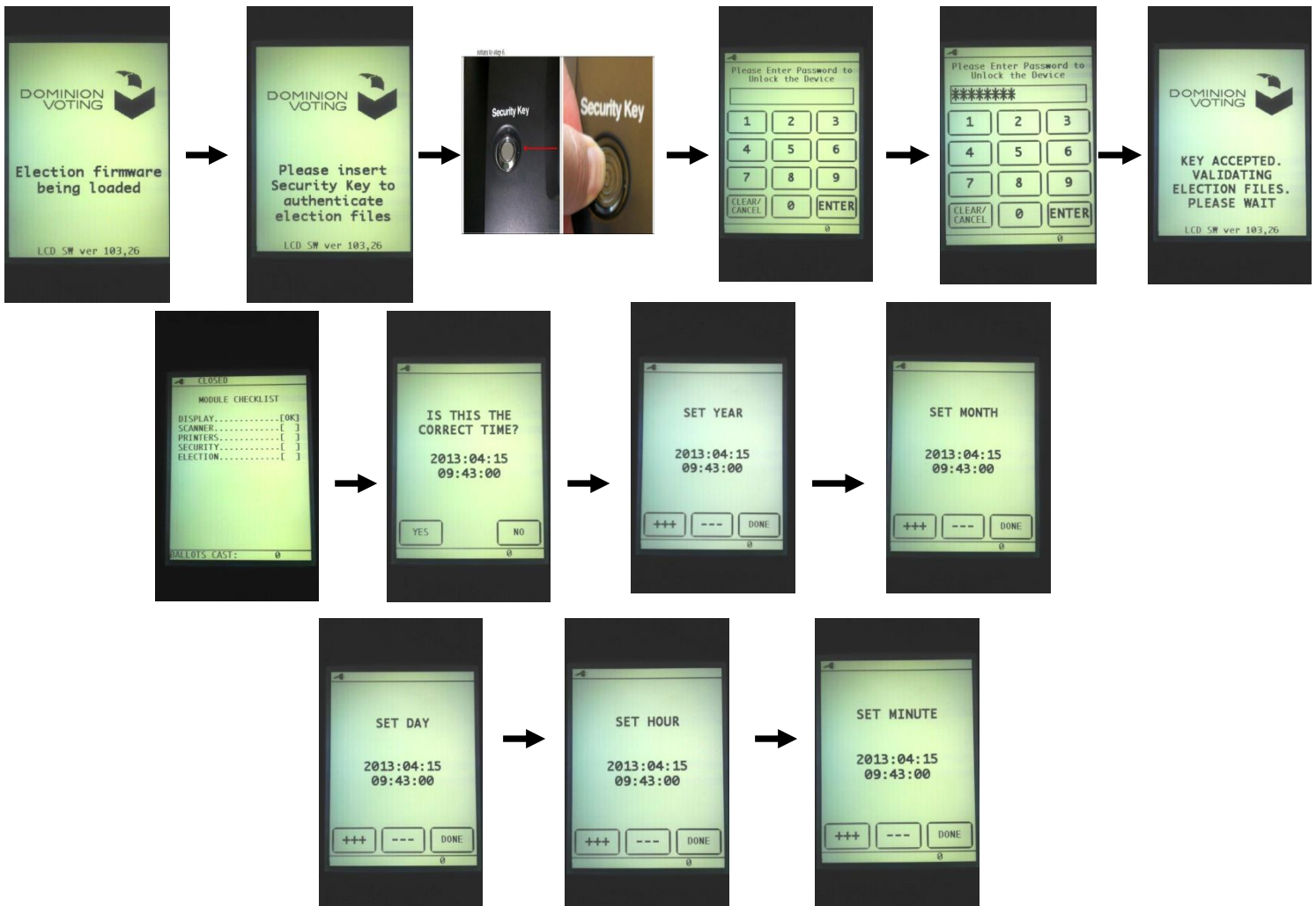


Seal #5
Tape Receipt Seal



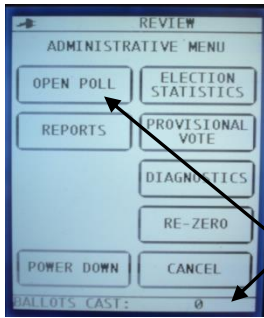
NOTE: ONLY REMOVE Seal #2 (Scanner Cover/Privacy Shield Seal) and place it in the "Return envelope for the Security Key".

4. Unravel the power cord from the storage clip (located on the back of the Ballot Box), and plug it into a power source.
5. The ImageCast will start up as soon as you plug it into the wall outlet.
6. **"Election firmware being loaded"** will appear on the display screen.
7. After all firmware has downloaded an audible beeping tone begins sounding and the display screen will read: **"Please insert Security Key (iButton/security key) to authenticate election files"**.
8. Hold your security key against the metal pad labeled **Security Key**.
 - Before the security key is accepted, you will be prompted to enter a password to unlock the device. **PLEASE ENTER THE 8-DIGIT CODE PROVIDED.**
9. The operator screen will then display the message **"Key Accepted. Validating Election Files, Please Wait."**
10. Next, the display screen will show the Module Checklist and verify that all systems are [OK]. Wait a few seconds and the Display screen will continue to the next step. If they are not all **[OK] call the Board of Elections immediately.**
11. The system will ask **"IS THIS THE CORRECT TIME?"** If the date and time are not correct, press NO on the screen. (See below for the sequence of screenshots that would appear). Otherwise, if the date and time are correct, press YES and wait for the **Administrative Menu** to display on the Operator Screen.



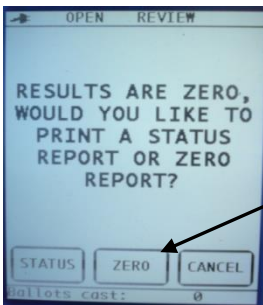
The ImageCast Scanner is now ready to open the polls.

STEP 5: OPENING THE POLLS ON THE SCANNER

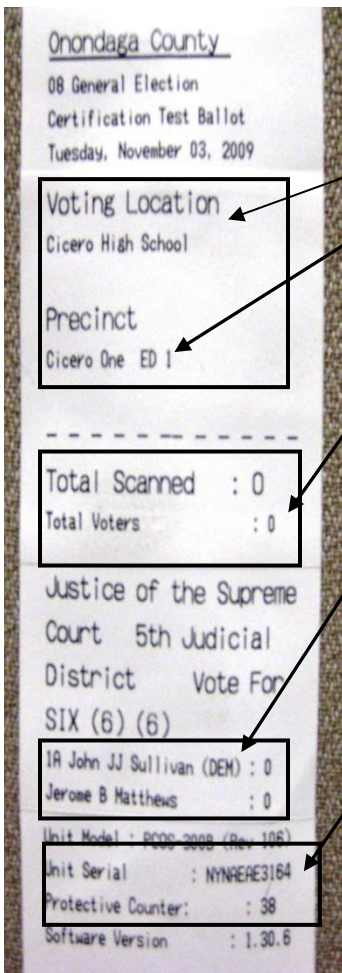


1. On the Administrative Menu, confirm that the number of ballots cast at the bottom of the screen is **ZERO**. If a number other than zero is displayed, **contact the Board of Elections immediately**.

During the day, the number of ballots cast through the scanner will be displayed.



2. From the Administrative Menu, open the polls by selecting the **OPEN POLL** option.
3. The screen displays "Results are zero, would you like to print a status report or zero report."
4. Press **ZERO, DO NOT PRESS STATUS!**
5. A single tape will print
6. The display screen will then ask "Would you like to print more copies?". Press NO



Verifying the Tape:

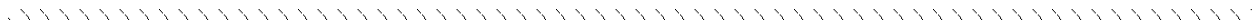
1. Verify that the tape displays the correct **polling place name and election district number(s)** for your location.
2. Verify that the tape shows **Total Scanned** as zero and **Total Voters** as zero. This means that no ballots have been deposited into this ImageCast unit.
3. Verify that the **candidate names** on the tape **match the candidate names**:
 - on the ballot in the ballot book,
 - on the Affidavit Ballot and
 - on the sample ballot.

Also make sure the candidates on the tape have zero next to their names. If the tape does not have the same candidates as the ballot or they do not show zero next to their name, **contact the Board of Elections immediately**
4. Verify that the **Serial Number** on the tape matches the scanner serial number located on the right-hand side of the scanner. Also write the machine number on the bottom of the tape receipt.
5. All four inspectors must sign the bottom of the zero report.
6. Place the Opening Tape Receipt in the envelope labeled for the Opening Tape Receipt, and then place the envelope in the Orange Security Pack.

NOTE: The machine is now ready for voting. Put the security key (iButton) in a safe place at this time so it cannot be misplaced.

COMPLETING THE RETURN OF CANVASS REPORT (Opening)

Completing the Return of Canvass Header



TOWN/CITY _____ WARD (Yonkers only) ____ ELECTION DISTRICT _____

POLL SITE & LOCATION _____

SCANNER SERIAL NUMBER _____ MACHINE SERIAL NUMBER _____



Scanner Serial Number
Sample Serial Number: 1111111



Machine Serial Number
Sample Serial Number: 2222222

Example:

TOWN/CITY : Yonkers WARD (Yonkers only): 3 ELECTION DISTRICT: 10

POLL SITE & LOCATION: Cola Community Center - Hallway

SCANNER SERIAL NUMBER: 1111111 MACHINE SERIAL NUMBER: 2222222

COMPLETING THE RETURN OF CANVASS REPORT (Opening) Machine Seals

Seal # 1
Ballot Box Door Seal



Sample Seal # 1111111

Seal # 2
ImageCast Scanner Cover/Privacy Shield Seal



Sample Seal # 2222222

Seal # 3
**Compact Flash Door Seals
Left (L) and Right (R)**



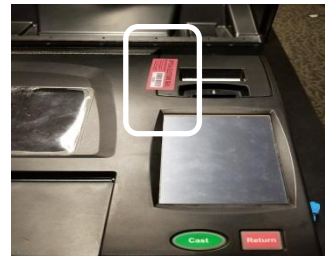
Sample Seal L # 333333A
Sample Seal R # 333333B

Seal # 4 - Port Cover Seal



Sample Seal # 4444444

Seal #5 - Tape Receipt Seal



Sample Seal # 5555555

Based on the examples above, the canvass should be filled out as follows:

MACHINE SEALS	SECURE?	SEAL NUMBER
Ballot Box Door Seal Red Peel 'n Stick SEAL	YES [x] NO []	# 1111111 -DO NOT REMOVE-
SCANNER COVER/ PRIVACY SHIELD White Plastic SEAL	YES [x] NO []	# 2222222
COMPACT FLASH DOORS Blue/Wire SEALS	Left [x] Right [] None []	L - # 3333333A R - # 3333333B - DO NOT REMOVE-
PORT SEAL (right side of scanner) Blue/Wire SEAL	YES [x] NO []	# 4444444 - DO NOT REMOVE-
THERMAL PRINTER (Results Tape) Red Peel 'n Stick SEAL	YES [x] NO []	# 5555555 (Remove <u>ONLY IF</u> you need to install a new roll)

COMPLETING THE RETURN OF CANVASS REPORT (Opening) Security Bag Seals



Orange Security Bag (Pouch)
Used for: Affidavit Ballots, Court Orders, Abandoned Ballots found at the machine, Absentee Ballots brought to the polls, Canvass Report/Seal Recording Sheet/Ballot Transmittal Form

Orange Security Bag (Top)
 Break the seal in the morning and replace it at the end of the night
Sample Seal Number: 22222

Orange Security Bag (Bottom)
DO NOT REMOVE THIS SEAL
Sample Seal Number: 33333



Purple Security Bag (Pouch)
Used For: All Spoiled / Voided Ballots and Abandoned ballots left anywhere except at the voting machine

Purple Security Bag (Top)
 Break the seal in the morning and replace it at the end of the night
Sample Seal Number: 44444

Purple Security Bag (Bottom)
DO NOT REMOVE THIS SEAL
Sample Seal Number: 55555



Green Security Bag (Pouch)
Used For: Machine's Security Key, Machine and Bag Seals, and Envelopes for opening and closing receipt tapes.

Green Security Bag (Top)
 Break the seal in the morning to retrieve the machine key and replace it at the end of the night.
Sample Seal Number: 66666

Election Inspector Bag
 Break the seal in the morning to retrieve all Election Day material and replace it at the end of the night.
Sample Seal Number: 11111

COMPLETING THE RETURN OF CANVASS REPORT (Opening) Security Bag Seals

Using the example on the previous page, the Canvass should be completed as follows:

BAG SEALS	SECURE?	SEAL NUMBER
LARGE BLUE SUPPLY BAG White Plastic SEAL	YES [x] NO []	#11111
ORANGE SECURITY POUCH – TOP SLOT Plastic Tab SEAL	YES [x] NO []	#22222
ORANGE SECURITY POUCH – BOTTOM Zippered Section Plastic Tab SEAL	YES [x] NO []	#33333 -DO NOT REMOVE-
PURPLE SECURITY POUCH - TOP SLOT (Void/Spoiled Ballots) Plastic Tab SEAL	YES [x] NO []	#44444
PURPLE SECURITY POUCH – BOTTOM Zippered Section (Void/Spoiled Ballots) Plastic Tab SEAL	YES [x] NO []	#55555 -DO NOT REMOVE-
SMALL GREEN SECURITY POUCH (Security Key,Seals,Tape Roll) Plastic Tab SEAL	YES [x] NO []	#66666

ALL DOCUMENTS SHOULD BE COMPLETED IN BLUE OR BLACK INK

DO NOT REMOVE THE SEALS ON THE ZIPPERED SECTION OF THESE

COMPLETING THE RETURN OF CANVASS REPORT (Opening) Ballot Book Counts

WESTCHESTER COUNTY Book No. 1 of 2
Month, Day 2012 EMERGENCY Ballot No.1 of 50

DEMOCRAT

Ballot ID: 1

Ballot
TV Show
(Vote for any 1)

Ballot
Soap Opera
(Vote for any 1)

YOUNG AND RESTLESS
G
OLD AND BEAUTIFUL
G
AS THE WORLD TURNS
G
GENERAL HOSPITAL
G
ALL MY CHILDREN
G
ONE LIFE TO LIVE
G
PRICE
WRITE-IN

WESTCHESTER COUNTY Book No. 2 of 2
Month, Day 2012 EMERGENCY Ballot No.51 of 100

DEMOCRAT

Ballot ID: 1

Ballot
TV Show
(Vote for any 1)

Ballot
Soap Opera
(Vote for any 1)

YOUNG AND RESTLESS
G
OLD AND BEAUTIFUL
G
AS THE WORLD TURNS
G
GENERAL HOSPITAL
G
ALL MY CHILDREN
G
ONE LIFE TO LIVE
G
PRICE
WRITE-IN

WESTCHESTER COUNTY Book No. 1 of 2
Month, Day 2012 EMERGENCY Ballot No.1 of 50

REPUBLICAN

Ballot ID: 1

Ballot
TV Show
(Vote for any 1)

Ballot
Soap Opera
(Vote for any 1)

YOUNG AND RESTLESS
G
OLD AND BEAUTIFUL
G
AS THE WORLD TURNS
G
GENERAL HOSPITAL
G
ALL MY CHILDREN
G
ONE LIFE TO LIVE
G
PRICE
WRITE-IN

WESTCHESTER COUNTY Book No. 2 of 2
Month, Day 2012 EMERGENCY Ballot No.51 of 100

REPUBLICAN

Ballot ID: 1

Ballot
TV Show
(Vote for any 1)

Ballot
Soap Opera
(Vote for any 1)

YOUNG AND RESTLESS
G
OLD AND BEAUTIFUL
G
AS THE WORLD TURNS
G
GENERAL HOSPITAL
G
ALL MY CHILDREN
G
ONE LIFE TO LIVE
G
PRICE
WRITE-IN

WESTCHESTER COUNTY Book No. 1 of 1
Month, Day 2012 EMERGENCY Ballot No. 1 of 50

SPANISH

DEMOCRAT

Ballot ID: 1

Ballot
TV Show
(Vote for any 1)

Ballot
Soap Opera
(Vote for any 1)

YOUNG AND RESTLESS
G
OLD AND BEAUTIFUL
G
AS THE WORLD TURNS
G
GENERAL HOSPITAL
G
ALL MY CHILDREN
G
ONE LIFE TO LIVE
G
PRICE
WRITE-IN

WESTCHESTER COUNTY Book No. 1 of 1
Month, Day 2012 EMERGENCY Ballot No. 1 of 50

SPANISH

REPUBLICAN

Ballot ID: 1

Ballot
TV Show
(Vote for any 1)

Ballot
Soap Opera
(Vote for any 1)

YOUNG AND RESTLESS
G
OLD AND BEAUTIFUL
G
AS THE WORLD TURNS
G
GENERAL HOSPITAL
G
ALL MY CHILDREN
G
ONE LIFE TO LIVE
G
PRICE
WRITE-IN

COMPLETING THE RETURN OF CANVASS REPORT (Opening) Ballot Book and Affidavit Ballot Transmittal Form

Based upon the Ballot Book examples on the previous page, the Ballot Book Section of the Canvass Report should be filled out as follows:

BALLOT BOOKS -

VERIFY the total number of ballots and booklets for each election district and that **Ballot Book #1 starts with Ballot Number 1**. Then record the following information about the Ballot Books below:


IMPORTANT: USE BALLOT BOOKS IN SEQUENTIAL ORDER starting with ballot numbers 1—50 first

PARTY	TOTAL # OF BALLOT BOOKS		# OF BALLOTS IN EACH BALLOT BOOK		# OF LAST BALLOT IN LAST BALLOT BOOK		INSPECTORS' INITIALS	
	English	Spanish	English	Spanish	English	Spanish		
DEMOCRATIC	2	1	50	50	100	50	<i>MS</i> <i>RB</i>	<i>LR</i> <i>SP</i>
REPUBLICAN	2	1	50	50	100	50	<i>MS</i> <i>RB</i>	<i>LR</i> <i>SP</i>

*All Ballot Books should come shrink-wrapped in plastic.
If they are not, contact the Board of Elections immediately.*

**OFFICIAL
AFFIDAVIT
BALLOT
FOR
SPECIAL ELECTION
MARCH 31, 2011**

STATE OF NEW YORK
COUNTY OF WESTCHESTER



Commissioners of Elections

PHILIPPO GRAPHICA & DESIGN, ROCHESTER, NY

Sheet No: 1
43 Election Districts
County of Westchester
City of White Plains
E.D.(s): 1 / 43

AFFIDAVIT BALLOTS

1. **VERIFY** that you have received Affidavit Ballots for your election district.

of DEMOCRATIC Affidavit Ballots received
English _____ Spanish _____

of REPUBLICAN Affidavit Ballots received
English _____ Spanish _____
2. **CHECK** the Affidavit Ballots to make sure that they match both the Ballot Book (REGULAR) Ballots and the Sample Ballots. Call the BOE at 995-5700 IMMEDIATELY if they do not match.

COMPLETING THE RETURN OF CANVASS REPORT (Opening)

BEFORE THE POLLS OPEN

(To be completed and signed by Board of Inspectors at the opening of polls)

WE DO HEREBY CERTIFY that on this day, before polls were opened to the public for voting: (1) ballots were delivered to us in a sealed container (BLUE supply bag), (2) the machine's security key (I-button) was delivered in a secure bag (GREEN security pack), (3) the key was removed in the presence of at least one Democratic and one Republican Inspector, (4) all ballots received have been accounted for on the *Ballot Transmittal Form*, (5) the "Opening of the Polls" section of the *Seal Recording Sheet* has been completed by us, (6) the Sample Ballot has been compared to the ballot booklets to ensure proper ballots have been delivered, (7) the OPEN POLL tape produced by the voting machine has been reviewed to ensure that the candidate names and offices appear on the tape and the Ballots Cast # and all contest counters are at ZERO.

Chairperson signature Party

Inspector signature Party

Inspector signature Party

Inspector signature Party

SERVING THE VOTER (Signing in the Voter)

Two Inspectors, one from each political party, should jointly verify each voter's registration at the polling place.

In a General Election

1. **ASK** for the voter's name and address where they reside.
 - **LOCATE** the voter's name in your electronic poll pad.
 - If you cannot find the Voter in the poll pad, use the look-up only poll pad or the Street Directory to check whether the voter is in the correct Election District.
2. **HAVE** the voter sign their name on the line provided.
 - **On the next screen, compare their signature to the original, pre-printed signature. Do not** allow the voter to view the pre-printed signature before signing. Any Inspector who believes the signatures do not match can challenge the voter.
3. If the signatures match, tear the next ballot carefully from the Ballot Book.
 - Folding the ballot at the perforated line before tearing helps decrease the chance of ripping a ballot and makes it easier to tear off.

WESTCHESTER COUNTY City of: Make Believe (Numbering Sequence 1-1000)
BALLOT 1 Book No. 5 of 10
 AFFIDAVIT EMERGENCY No. 401

Best TV Show (Vote for any 1)	Best Soap Opera (Vote for any 1)	YOUNG AND RESTLESS	FRANCOIS	MENTALIST	DIAMOND	IN THE FAMILY	TYLER MOORE	ONEWOMEN'S DOLCE TO LIVE	OFFICE	WRITE IN
AL	BE	CH	CO	DA	DE	DI	DU	EA	EB	EC

WRITE IN

4. Hand the voter the ballot. Offer them a privacy sleeve.
5. Inform the voter if there is a two-sided ballot or a multiple page ballot.
6. Direct the voter to the privacy booth to mark his/her ballot.
7. Once they've completed marking their ballot, direct the voter to the proper voting machine so they may cast their ballot.

The voter's right to privacy
must be preserved.

DO NOT handle the voter's
completed ballot

DO NOT watch them
insert their ballot into the machine

DO NOT press any buttons
on the scanner for the voter,
unless they've asked you to do so.

The inspector at the voting machine must be sure that the screen on the voting machine displays “**SYSTEM READY**” BEFORE each voter enters their ballot into the scanner.

Instruct the voter to gently feed the ballot into the scanner. They should not “push” the ballot into the opening as the scanner will automatically pull the ballot into the voting machine. Forcing the ballot in may cause a paper jam.

In a Primary Election

If the voter is not properly enrolled in the political party which is having a Primary, he/she may not vote in this Primary.

If the voter is qualified, have the voter sign on their signature line. Give the voter the appropriate **Color Coded Ballot** to match his or her party enrollment and offer them a privacy sleeve. Direct the voter to the privacy booth to mark his/her ballot.

Color codes are:

- Democratic – Green
- Republican – Cherry (pink)
- Working Families – Tan
- Conservative – Granite

If a voter claims to be enrolled in a party and you are unable to locate their name in the poll pad, have the Election Coordinator or BMD Election Inspector use the look-up only poll pad to verify the voter’s enrollment.

If you are still unable to find the voter’s name and he/she insists their registration is correct, you may allow the voter to vote by Affidavit Ballot or suggest the voter obtain a Court Order.

KEEP A COUNT (ON THE CANVASS REPORT) OF ALL AFFIDAVIT AND COURT ORDERS PLACED IN THE ORANGE SECURITY POUCH. ONCE PLACED IN THE SECURITY POUCH YOU WILL NOT BE ABLE TO TAKE THEM OUT AT THE END OF THE NIGHT FOR THE FINAL COUNT!!!

DOUBLE-VOTE NOTICE

VOTERS SHOULD NOT VOTE MORE THAN ONCE FOR THE SAME CANDIDATE

In some contests, a candidate may be listed under more than one party. If a voter fills in more than one oval for a candidate in a contest, his or her vote will count for that candidate, but only under the party he or she listed **first** on the ballot.

RIGHT WAY

	United States Senator Vote for one
Party A A ♦	Party A <input type="radio"/> John Smith
Party B B ☀	Party B <input type="radio"/> Jane Doe
Party C C ♣	Party C <input checked="" type="radio"/> John Smith

WRONG WAY

	United States Senator Vote for one
Party A A ♦	Party A <input checked="" type="radio"/> John Smith
Party B B ☀	Party B <input type="radio"/> Jane Doe
Party C C ♣	Party C <input checked="" type="radio"/> John Smith

Correct number of ovals filled in.

This vote will count for John Smith under Party C.

Too many ovals filled in.

This vote will count for John Smith, under Party A, not under Party C.

DOUBLE-VOTE NOTICE, Continued

When a voter requests a replacement ballot due to a double-vote, you should follow these steps:

- Make the voter aware of the Double-Vote Notice provided by the State Board of Elections.
- Offer the voter the opportunity to get a new ballot.
- Direct the voter to the next available privacy booth.
- After the voter has completed his or her new ballot, direct the voter to the next available voting machine.
- All reasonable efforts shall be made so that the voters will not be required to wait in line again after requesting a replacement ballot.
- All reasonable efforts shall be made to avoid looking at any voter's ballot selection(s) without an express request by that voter.

COMPLETING THE RETURN OF CANVASS REPORT (During the Day) Tally Sheet

Void/Spoiled Ballot and Emergency Ballot Tally Sheet must be updated throughout the day in their respective English/Spanish boxes if void/spoiled ballots are collected, and if emergency ballots are voted. Use “stick counts” to keep the tally. A Void/Spoiled ballot should be placed in the **PURPLE SECURITY POUCH**. An unscannable ballot (emergency ballot) should be placed in the **ORANGE SECURITY POUCH**. The count should then be totaled at the end of the night and written in the appropriate box on the final page of the Return of Canvass. The following is an example of this portion of the Tally Sheet:

VOID/SPOILED BALLOT TALLY (ballots spoiled by voter & placed in PURPLE security bag)	
English	Spanish
IIII	

EMERGENCY BALLOTS SCANNED INTO BMD (Plan B Machine) TALLY	
English	Spanish
II	
EMERGENCY BALLOT TALLY (ballots unable to be scanned and placed in ORANGE security bag)	
English	Spanish
IIII	I

COMPLETING THE RETURN OF CANVASS REPORT (During the Day) Tally Sheet, cont.

Abandoned Ballots, completed Affidavit Ballots and Spoiled Affidavit Ballots must also be tallied throughout the day in their respective boxes on the canvass sheet. Use “stick counts” to keep the tally.

Once tallied, all abandoned ballots which are unable to be scanned, are to be placed in the **ORANGE SECURITY POUCH**. Only ballots abandoned at the voting machine should be scanned. Ballots abandoned anywhere else in the polling place are considered VOID.

Once tallied, all void/spoiled affidavit and abandoned ballots are to be placed in the **PURPLE SECURITY POUCH**. The count should be totaled at the end of the night and written in their respective boxes on the final page of the Return of Canvass as well.

Here is an example of this portion of the Tally Sheet:

ABANDONED BALLOT TALLY (ballots unable to be scanned and placed in ORANGE security bag)	
English	Spanish
AFFIDAVIT BALLOT TALLY (completed inserted into Affidavit Envelopes & placed in ORANGE security bag)	
English	Spanish
AFFIDAVIT BALLOT TALLY (SPOILED) (Affidavit ballots spoiled by voter & placed in PURPLE security bag)	
English	Spanish

PROCEDURE FOR VOTING BY AFFIDAVIT BALLOT

1. Give the voter the "Notice to Voter" Statement found in your binder (pictured below).



NOTICE TO VOTER

If your name is missing from the poll roster, or you have moved within Westchester County, or your poll record does not show enrollment in the party in which you claim to be enrolled for a primary election, you may seek to vote by PAPER BALLOT.

You must read the below stated notice.

You may seek to vote by one of the following methods:

COURT ORDER: You may obtain a court order directing the Election Inspector to allow you to vote on a machine. Your Election Inspectors will be able to tell you where and when a Judge can be located.

OR

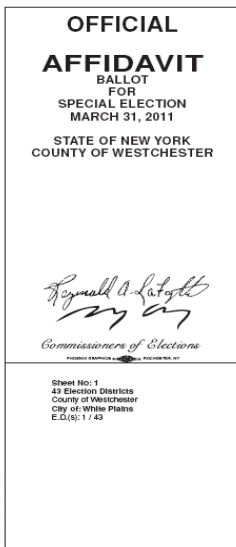
AFFIDAVIT BALLOT: If you are unable to swear under oath that you live in the election district in which you are seeking to vote and that you are presently registered from that address, (and in a primary election that you are also enrolled in the appropriate party) the Election Inspectors are required to give you a paper ballot on which to cast your vote.

Place the voted ballot in the envelope provided and carefully complete your affidavit on the outside of this envelope, making sure to give your correct residence address. In order for the ballot that you cast to be counted at the Westchester County Board of Elections, you must be voting in your designated polling place. If you are casting this paper ballot at your former polling place, the Board of Elections will NOT count your ballot, but will register you at your new address. The envelope will be returned, unopened, to the Board of Elections. If the board determines that you are a proper voter of that election district, your ballot will be counted. You will be notified if your ballot is not cast and the reason for such decision.

At the Board of Elections eligible envelopes will be opened and the ballots counted pursuant to New York State Election Law which provides various methods of protecting the secrecy of your vote. They are then counted. In this manner, the secrecy of every vote is maintained.

PROCEDURE FOR VOTING BY AFFIDAVIT BALLOT, Continued.

2. Hand the voter a tri-fold paper ballot. Instruct the voter to privately mark the ballot, seal it in the affidavit envelope and complete and sign the envelope, including all necessary information regarding the voter's qualifications. Any information left off of the affidavit envelope will prevent the Board of Elections from counting the ballot. They should return to the sign-in table once they're done.
3. Check that the voter has signed the front of the affidavit envelope (or the back, if they are Spanish speaking) or their vote will not be counted.



Tri-fold paper ballot

Affidavit Oath Affidavit Ballot Envelope

Please provide the following required information

Your name
 Last name _____ Suffix _____
 First name _____ Middle Initial _____
 Address (not P.O. box) _____

The address where you live
 Apt. Number _____ Zip code _____
 City/Town/Village _____
 New York State County _____

Date of birth _____ **Party enrollment** _____

Please check each box that applies to you and fill in the appropriate blanks

I have been informed by the inspectors that my registration record is not available to them, however I have duly registered to vote in this election district from the address given above, and I remain a duly qualified voter in this district.

I have moved within _____ (insert County or New York City) since my last registration, and my previous address was _____

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

For Primary Elections Only: I am enrolled in the political party stated in the section above, but the poll book does not reflect my correct enrollment.

Additional information to register to vote in the event that you do not have a valid voter registration on file

Are you a citizen of the U.S.? Yes No
 If you answer No, you cannot register to vote.

Qualifications

Will you be 18 years of age or older on or before election day? Yes No
 If you answer No, you cannot register to vote unless you will be 18 by the end of the year.

More information
 Telephone (optional) _____ Sex M F
 Address or P.O. Box _____
 P.O. Box _____ Zip code _____
 City/Town/Village _____

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

Voting information that has changed
 Your name was _____
 Your address was _____
 Your previous state or New York State County was _____

Identification
 You must make 1 selection
 New York State DMV number _____
 Last four digits of your Social Security number x x x x
 I do not have a New York State driver's license or a Social Security number.

Political party
 You must make 1 selection
 Democratic party Working Families party Other _____
 Republican party Independence party I do not wish to enroll in a party
 Conservative party Green party

All voters must date and sign the oath below

It is a crime to procure a false registration or to furnish false information to the Board of Elections

Affidavit: I swear or affirm that

I am a citizen of the United States.
 I will have lived in the county, city or village for at least 30 days before the election.
 I am at least 18 years of age on or before the election.
 This is my signature or mark in the box below.
 The amount of money I make, the amount that I do not make, I own, I am co-mortgaged and I owe up to \$5,000 and/or shall do up to four years.

Date _____ Sign _____

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

Town/City _____ AD/Ward _____ Election District _____

BOARD USE ONLY

Researcher's Name _____

Researcher's Name _____

Voter's VSN _____

Voter's Town/City—ED _____

Registration Date
 TO BE OPENED
 VOTER'S ID REQUIRED
 TRANSFER VOTER

FROM _____

TO _____

CORRECT POLLING PLACE - WRONG ELECTION DISTRICT

INACTIVE DATE ACTIVE VOTER

NAME IN BOOK, DID NOT SIGN POLL BOOK

CORRECT PARTY (PRIMARY ONLY)

OTHER/REMARKS

NOT TO BE OPENED

NOT REGISTERED

REGISTERED TOO LATE (REGISTRATION DATE ABOVE)

TRANSFER VOTER

FROM _____

TO _____

INCORRECT POLLING PLACE

NAME IN BOOK, SIGNED BOOK COUNTER NO. (BELOW)

WRONG PARTY (PRIMARY ONLY)

CANCELLED DATE

CANCELLATION CODE _____

OTHER/REMARKS

Commissioner's Initials

DEM _____ REP _____ 10/11

To be completed by an Election Inspector

Voter must sign here

4. After the voter has signed and sealed the envelope, an inspector must complete the county, town, ward and district information in the space provided.
5. **NEW PROCEDURE:** All Affidavits received must be logged in the Poll Pad. Refer to your Poll Pad Manual for instructions.
6. Enter the voter's name and address in **Section IV of the Challenge Report.**
7. Place the sealed Affidavit Ballot Envelope in the Orange Security Pouch.

IMPORTANT NOTE: KEEP A "STICKY COUNT" (ON THE TALLY SHEET OF THE CANVASS REPORT) OF ALL AFFIDAVITS PLACED IN THE ORANGE SECURITY POUCH. ONCE PLACED IN THE SECURITY POUCH YOU WILL NOT BE ABLE TO TAKE THEM OUT AT THE END OF THE NIGHT FOR THE FINAL COUNT!!

These ballots are **NOT** opened on Election Night since the Westchester County Board of Elections must perform additional research before determining if the voter is eligible to vote in this election.

REMINDER: If the voter appears to belong in your district, but his or her poll record is missing, he or she may vote by affidavit ballot.

BE CAREFUL!!

IF A VOTER IS GIVEN AN AFFIDAVIT BALLOT AT THE WRONG LOCATION, THEIR VOTE WILL NOT COUNT!

VOTING MACHINE BREAKDOWN OR PAPER JAM

.....

If a voting machine breaks down or you encounter a paper jam, call the Board of Elections immediately. The Board may instruct you to follow EMERGENCY PROCEDURES.

IMPORTANT: Before applying emergency procedures, you must obtain authorization from the BOARD OF ELECTIONS. Do not press any buttons on the scanner at this time unless a Board of Elections representative instructs you to do so.

Proceed as follows when using Emergency Procedures:

1. Have the voter sign as usual.
2. Give the voter a ballot – **DIRECTLY FROM THE BALLOT BOOKLET. (DO NOT give the voter a tri-fold Affidavit Ballot!** Instruct them to complete the ballot privately. In a **PRIMARY ELECTION**, the ballots are color-coded to indicate political party enrollment. Ensure that primary voters are given the correct ballot.
3. Keep a “stick count” of emergencies in the appropriate section of the Canvass Report.
4. Instruct the voter to scan their ballot into the BMD/ICE Machine. Explain that they should not “push” the ballot into the scanner opening. The scanner will pull the ballot in on its own. Trying to push the ballot in may cause a paper jam.
5. If the BMD/ICE Machine is inoperable or will not accept ballots, then have the voter place their ballot into the **ORANGE** Security Pouch. Do not use Affidavit ballots or Affidavit envelopes for this purpose.

IMPORTANT NOTE: KEEP A “STICK COUNT” (ON THE TALLY SHEET OF THE CANVASS REPORT) OF ALL EMERGENCIES PLACED IN THE BMD/ICE MACHINE OR THE ORANGE SECURITY POUCH. ONCE PLACED IN THE BMD MACHINE OR THE ORANGE SECURITY POUCH, YOU WILL NOT BE ABLE TO TAKE THEM OUT AT THE END OF THE NIGHT FOR THE FINAL COUNT!!

**ONLY BALLOTS FROM THE BALLOT BOOKLETS ARE TO BE USED AS EMERGENCY BALLOTS,
DO NOT USE THE TRI – FOLD AFFIDAVIT BALLOTS FOR EMERGENCIES**

VOID / SPOILED BALLOTS

If a voter makes an error while completing their ballot,

- An inspector should escort the voter back to the election district table.
- The voter must write VOID across their ballot.
- The voter will then insert the Void/ Spoiled ballot into the Purple Security Pouch labeled for Void/Spoiled Ballots.
 - If the voter asks for assistance in voiding the ballot, the inspectors may assist with the voiding ballot procedures.
- Keep a “stick count” of void/spoiled ballots on the appropriate page of the Canvass Report.
- The voter will be handed the new ballot. **A voter should have only one ballot in their possession at any given time.**
- A voter may only be issued two replacement ballots (for a maximum of 3 ballots). If they request a third replacement (or fourth) ballot, call the Board of Elections immediately.

A VOTER MAY NOT BE ISSUED A REPLACEMENT BALLOT UNTIL THE VOTER HAS VOIDED, RETURNED AND PLACED THEIR VOIDED BALLOT IN THE PURPLE SECURITY POUCH. KEEP A “STICK COUNT” (ON THE TALLY SHEET OF THE CANVASS REPORT) OF VOID/ SPOILED BALLOTS

ABANDONED BALLOTS

Abandoned Ballots are ballots left by a voter at the privacy booth, voting machine, etc., which were not cast.

- If a ballot is abandoned at the machine, then two Inspectors (one representing each party) will cast the ballot without examining it.
- If the ballot is abandoned anywhere else, then two Inspectors (one representing each party) will mark the ballot void without examining it and place it in the Purple Security Pouch for cancelled ballots.
- If a ballot is found at the machine, but the scanner will not accept the ballot, then this ballot is placed in the Orange Security Pouch.

IF THE VOTER IS REQUIRED TO SHOW ID

Some voters who registered by mail and did not provide ID prior to appearing at the poll site will be required by law to show ID on Election Day. If an individual needs to present identification to vote, the signature screen on the poll pad will state "ID REQUIRED". Ask the voter for identification. After you have looked at the voter's ID, allow the voter to vote.

If the voter does not have ID or will not show it, he or she may NOT vote on the voting machine and must vote by Affidavit Ballot. Follow the Affidavit Ballot Procedures.

Examples of acceptable ID include but are not limited to:

- Passport
- Pistol or firearm permit
- Driver's License
- Pilot's License
- Non-driver's ID Card
- Military Identification
- Student ID Card
- Government Identification
- Current Utility Bill
- Bank Statement

Remember, a voter does not need to show any identification to vote unless their signature screen states "ID REQUIRED".

IF THE VOTER HAS REQUESTED AN ABSENTEE BALLOT

If a voter arrives at the polling place to vote on the machine and the Poll Pad indicates that this voter was issued an Absentee Ballot, do not detain the voter and simply allow them to vote. The Board will be notified that the voter voted on election day and will then void the Absentee Ballot of this voter. If they have their absentee ballot with them, have them write "void/voted on machine" on it and place it in the Purple Security Pouch.

Additionally, someone may come in to drop an absentee ballot off for someone else. If so, simply accept the ballot, place it in the Orange Security Pouch and make note of receiving it on the Return of Canvass Report.

IF THE VOTER IS UNABLE TO SIGN

If a voter claims to be physically unable to sign, enter the words "Unable to Sign" on their signature line of the record, along with a brief explanation of the voter's disability. This is the only time an inspector is to write anything in a voter's signature box.

Two inspectors - one from each party - should initial this entry.

COURT ORDERS

Any person whose poll record is missing and feels they are eligible to vote on the voting machine, may obtain a COURT ORDER by personally appearing before a County or Supreme Court Judge. The Court may grant the voter an order which the voter must present to the Board of Inspectors in the election district where he is wishes to vote.

<hr/> Signature of Voter	<hr/> Registration Serial No.
<p>SUPREME COURT OF THE STATE OF NEW YORK COUNTY OF WESTCHESTER ----- In the Matter of the Application of</p> <p>_____ Petitioner, for an Order directing the Board of Inspectors of Election of the _____ Ward _____ Election District of (if any) the Town or City of _____, Westchester County, New York, to permit the petitioner to vote in the November ____, 20__, _____ Election,</p> <p style="text-align: right;">Respondents.</p> <p>-----x</p> <p>Upon the annexed affidavit of _____ (Print Name) sworn to the _____ day of November, ____20____, it is herby</p> <p>ORDERED, that the Board of Elections register</p> <p>_____ (Name) (Address)</p> <p>_____ (Town or City) (Ward) (Election District)</p> <p>and it is further ORDERED, that upon completion of this registration and the affixing of the voter's signature in the space provided, the inspectors of Election of the voter's Election District shall forthwith permit the above- named person to vote in the <u>(DATE OF ELECTION), (TYPE OF ELECTION)</u> in said Election District during the hours established by law.</p> <p><i>Dated: White Plains, New York</i> <u>(DATE)</u></p>	
<hr/> Justice of the Supreme Court	

COURT ORDERS, CONTINUED

.....

If the person does obtain a Court Order and presents it at your polling place, **read the Court Order and follow its orders.**

If the Court Order says:

1. "Vote by Affidavit", give the voter an Affidavit Ballot with an Affidavit Envelope. Once completed, attach the Court Order to the Affidavit Envelope with a paper clip and insert in the Orange Security Pouch. The Court Order must be returned to the Board of Elections with all other supplies. **DO NOT place the Court Order in the Affidavit Envelope.** Have the person sign his or her name at the top of the first page of the Court Order, and enter the voter's serial number, if it is available. The voter's name and other required poll record entries must immediately be entered in **Section IV of the Challenge Report.**
2. "Vote by Machine", the voter must be allowed to do so. Place the Court Order in the Orange Security Pouch.

In a PRIMARY ELECTION, the court order must specify the party in which the person is permitted to vote.

IMPORTANT NOTE: KEEP A COUNT OF ALL COURT ORDERS PLACED IN ORANGE SECURITY POUCH ON THE APPROPRIATE PAGE OF THE CANVASS REPORT TO ENSURE AN ACCURATE COUNT AT THE END OF THE NIGHT!!

IF THE VOTER HAS REQUESTED TO VOTE ON THE BALLOT MARKING DEVICE

.....

If a voter requests to vote on the Ballot Marking Device (BMD) voting machine, have the voter sign the electronic poll pad as usual, hand them a ballot and direct them to the inspectors at the BMD Machine.

LEAVING THE VOTING SYSTEM

-
- Once a voter has completed voting and left the voting system, they may not return to the voting system for any reason.
 - After each voter leaves the voting system, an inspector should make sure that the screen on the voting machine says "SYSTEM READY" and should check that no election material has been left behind on the voting system or in the privacy booth.

**THERE IS NO LIMIT ON THE TIME A VOTER MAY SPEND
USING THE VOTING SYSTEM**

THE CHALLENGE REPORT

.....

***Every Election District must complete a Challenge Report.
Following are examples of each section and a discussion
of the items to be listed.***

SECTION I: NAME CHANGES AND ADDRESS CHANGES

.....

List the name, address, and **VSN** (voter serial number) of any voter who changed their name or their address.

NAME OR ADDRESS CHANGE

Name: _____

New Name: _____

SIGNATURE OPTIONAL

VSN: _____

Old Address: _____

New Address: _____

SECTION II: CHALLENGED VOTERS

List the name, address, and **VSN** (voter serial number) of any voter who was challenged.

CHALLENGES

Name: _____

VSN: _____

Address: _____

Reason for Challenge: _____

SECTION III: ASSISTED VOTERS



List the name, address, and **VSN** (voter serial number) of any voter who received assistance, the reason assistance was given, and the name and address of the person who provided the assistance.

ASSISTANCE PROVIDED

Name: _____

VSN: _____

Address: _____

Reason for Assistance: _____

Information of the Person Providing Assistance

Name: _____

Address: _____

SECTION IV: AFFIDAVIT BALLOTS / COURT ORDERS



Provide the name, address, and **VSN** (voter serial number, if available) of each person who voted by affidavit or pursuant to a court order

CHECK ONE BOX

AFFIDAVIT: **COURT ORDER:**

Name: _____

VSN: _____

Address: _____

Once the polls close, all four Election Inspectors must sign the certificate that appears at the end of the **Challenge Report** verifying that all necessary procedures have been followed. The report is then secured in the proper envelope and returned to the Westchester County Board.

INSPECTOR CERTIFICATION

City/Town: _____

Ward (if applicable): _____

Election District: _____

We the undersigned Election Inspectors do hereby certify that we have completed this CHALLENGE REPORT, that it contains the list of persons with name and Address Changes; that it contains the list of persons challenged and that same were administered the required oath; that it contains the list of voters who have sworn that they needed assistance, as well as those sworn persons who rendered that assistance; that it contains the list of voters who voted either by affidavit ballot or court order; and that all entries are a true and accurate record of our proceeding on this election day.

Inspector Signature

Date

Inspector Signature

Date

Inspector Signature

Date

Inspector Signature

Date

CHALLENGE REPORT, SECTION 1
(NAME AND ADDRESS CHANGES)

IF THE VOTER HAS A NAME CHANGE

.....

If a voter has changed his or her name since he or she last voted or registered, they can still vote without re-registering as long as they still reside at the same address in your district. Have the voter sign his or her name as they are registered, and just above it, sign their new name.

IMPORTANT: MAKE SURE THAT THE NEW AND OLD SIGNATURES DO NOT OVERLAP.

IMPORTANT: Note this name change in Section 1 on your Challenge Report.

<i>Sign new name here</i>	
<i>Sign old name here</i>	
SIGNATURE OF VOTER	DOE, JOHN

IF THE VOTER'S NAME CANNOT BE FOUND IN THE POLL PAD

.....

Voter Address in Your District

If the voter's address is in your district and he/she is at the correct polling location, but their name is not in the poll pad, allow the voter to vote by Affidavit Ballot.

****** Note this Affidavit Vote in Section 4 on your Challenge Report.**

Voter Address Not in Your District

If the voter's address is not in your district, determine from the Look-Up Only Poll Pad the correct polling site for the voter, or call the Board of Elections for help. Provide the voter with a Referral Slip with the address of the correct polling site that he or she should go to in order to vote.

Voter Polling Place: _____

Town / City: _____ Ward: _____ ED: _____

Chairperson's Signature: _____
From Town / City: _____ Ward: _____ ED: _____

If voter has Board of Elections correspondence indicating Polling Place Information, Please insert registration number located above voter's name.
Registration # _____

IF THE VOTER HAS AN ADDRESS CHANGE

Address Change in Same Election District:

If the voter's name is in your poll roster, but at a different address still within your election district, that person may vote on the voting machine. Please look up their new address in Look-Up Only poll pad to determine if the voter is in the correct district.

If you are not sure the voter's new address is still in your district, call the Board of Elections.

****** Record this address change in Section 1 on your Challenge Report.**

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

CHALLENGE REPORT, SECTION 2 **(CHALLENGED VOTERS)**

A voter's qualifications can be challenged at the polling site by an Inspector, Clerk, Pollwatcher, or any registered voter who is properly voting at that polling site.

Challenges can be made for several reasons, Examples include:

- the person's signature does not match the current registration signature;
- someone else using the same name has already voted;
- the person is believed not to reside at his or her registered address.

As an inspector, you must challenge any voter whom you know or suspect is not legally entitled to vote in your district.

GUIDELINES FOR CHALLENGING A VOTER

Follow these steps in processing challenges:

- 1) Make the challenge before the person votes.
- 2) Add the challenged voter's name to the Challenge Report.
- 3) Give the challenged voter the "**Notice to Voters**" form explaining his or her legal options. This form can be found in the clear binder in your supply bag.
- 4) Administer the **Preliminary Oath** to the voter.

“THE PRELIMINARY OATH”:

“You do solemnly swear (or affirm) that you will make true answers to such questions as may be put to you concerning your qualifications as a voter”.

If the applicant shall take the Preliminary Oath, the inspector shall ask the applicant such questions as may pertain to the reason his/her right to vote at such election in such district was challenged.

If any applicant shall refuse to answer fully any questions, which may be presented to him/her, he/she shall not be permitted to vote on the machine

- 5) If the Board of Inspectors of your district, by majority vote, are satisfied with the voter’s answers to these questions, the challenge is withdrawn and the individual is allowed to vote on the machine in the normal manner. In the event of a tie, the individual is allowed to vote.
- 6) If, after such deficiencies have been so indicated, the applicant shall persist in his claim to vote, the Board of Inspectors administers the **Qualification Oath** to be sure that the individual understands the voting requirements and that they know if they make a false statement on the affidavit, they will be guilty of perjury.

“THE QUALIFICATION OATH”:

“You do swear (or affirm) that you are eighteen years of age, that you are a citizen of the United States and that you have been a resident of this state, and of this county (of the city of New York) (village) for thirty days next preceding this election, that you still reside at the same address from which you have been duly registered in this election district, that you have not voted at this election, and that you do not know of any reason why you are not qualified to vote at this election. You do further declare that you are aware that it is a crime to make any false statement. That all the statements you have made to the board have been true and that you understand that a false statement is perjury and you will be guilty of a misdemeanor.”

7) The challenged voter then is allowed to vote.

- If there is a poll record for the person, the voter can use the machine to cast their vote.
- If there is no poll record for the person, issue him or her an Affidavit Ballot.

If the applicant shall be challenged for the causes stated below, which would exclude him from the right to vote, such inspector shall administer to him **The Bribery Oath, The Conviction Oath** or **The Incompetency Oath**, whichever is applicable.

“THE BRIBERY OATH”:

“You do swear (or affirm) that you have not received or offered, do not expect to receive, have not paid, offered or promised to pay or contributed, offered or promised to contribute to another, to be paid or used; any money or any other valuable thing as a compensation or reward for the giving or withholding of a vote at this election, and have not made any promise to influence the giving or withholding of any such vote, and that you have not made, or become directly or indirectly interested in any bet or wager depending upon the result of this election.”

If the applicant shall be challenged on the ground of having been convicted of a felony, such inspector shall administer to him the following additional oath, which shall be known as:

“THE CONVICTION OATH”:

“You do swear (or affirm) that you have not been convicted of any felony, or if so convicted, that you have been pardoned, or restored to all the rights of a citizen, or the maximum term of imprisonment to which you were sentenced has expired, or you have been discharged from parole or your sentence has been suspended.”

If the applicant shall be challenged on the ground of having been adjudged incompetent, such inspector shall administer to him the following additional oath, which shall be known as:

“THE INCOMPETENCY OATH”:

“You do swear (or affirm) that you have not been adjudged incompetent by order of competent judicial authority, or if so adjudged, that you have since been adjudged competent which fully warrants your right to vote.”

If the voter still claims to be qualified, the Board of Inspectors will administer the **appropriate Oath(s)** to be sure that the individual understands the voting requirements and that they know if they make a false statement on the affidavit, they will be guilty of perjury. The challenged voter then is allowed to vote on the voting system.

If any person shall refuse to take any oath so tendered he shall not be permitted to vote on the machine but he / she may vote by Affidavit Ballot.

The inspectors shall make a record of each challenge in Section 2 of the Challenge Report.

CHALLENGE REPORT, SECTION 3 **(ASSISTED VOTERS)**

.....

ANY VOTER MAY REQUEST ASSISTANCE. Some common reasons for requesting assistance includes:

- Cannot read or write;
- Does not speak or read English and needs the assistance of a Spanish interpreter;
- Cannot see, even with eyeglasses, the names on the ballot;
- Is physically disabled in a way that does not let them operate the voting machine, use the write-in slot, or complete a paper ballot, or
- Cannot enter the voting system without assistance from another person.

If a voter requests assistance from the Election Inspectors, take the following steps:

Have the voter swear or affirm that he or she needs assistance.

“I, (NAME) do solemnly swear (or Affirm) that I am in need of assistance while voting.”

Have the voter sign his/her poll record and check the box labeled “Assisted” in the poll pad.

Any person other than an Inspector who assists an individual in voting must take the **Voter Assistance Oath** before the person rendering assistance enters the voting booth. Make sure that the person providing assistance is not the voter's employer or union agent.

Voter Assistance Oath
(Election Law 8-306.5)

I,(Name), swear or affirm that I “will not in any manner request, or seek to persuade or induce the vote to vote any particular ticket or for any particular candidate, and that I will not keep or take any memorandum or entry of anything occurring within the booth, and that I will not, directly or indirectly, reveal to any person the name of any candidate voted for by the voter, or which ticket he/she had voted, or pursuant to law to give testimony as to such matters in a judicial proceeding.”

Alternatively, one Inspector from each political party may enter the voting system together to provide the needed assistance. You may do nothing to influence their vote or observe how the person voted. If you happen to notice how the person voted, you can tell no one.

Enter the name of the voter who received assistance, and the name and address of the person who provided assistance, in Section III Assistance Provided of the Challenge Report. Also check the “Assisted” box next to the voter’s record in the poll pad.

CHALLENGE REPORT, SECTION 4
(AFFIDAVIT BALLOTS)

.....

See the earlier sections about Affidavit Ballots and Procedures for voting by Affidavit Ballot (pg. 35).

Please be sure to enter the voter's name and address in **Section IV of the Challenge Report**.

Place the sealed Affidavit Ballot Envelope in the Orange Security Pouch.

REMINDER: *KEEP A "STICK COUNT" (ON THE TALLY SHEET OF THE CANVASS REPORT) OF ALL AFFIDAVITS PLACED IN SECURITY POUCH. ONCE PLACED IN SECURITY BAG, YOU WILL NOT BE ABLE TO TAKE THEM OUT AT THE END OF THE NIGHT FOR THE FINAL COUNT!!*

CHALLENGE REPORT, SECTION 4
(COURT ORDERS)

.....

See the earlier sections about Court Orders (pg. 41).

Please be sure to enter the voter's name and address in **Section IV of the Challenge Report**.

Place the Court Order in the Orange Security Pouch.

REMINDER: *KEEP A COUNT OF ALL COURT ORDERS PLACED IN SECURITY POUCH. ONCE PLACED IN SECURITY POUCH, YOU WILL NOT BE ABLE TO TAKE THEM OUT AT THE END OF THE NIGHT FOR THE FINAL COUNT!!*

EMERGENCY PROCEDURE FOR EVACUATION OF POLL SITE

In case of an emergency that interrupts voting at the polling site, the Chairperson or Coordinator (if present) must:

1. Call the Westchester County Board of Elections to notify them of the emergency situation as soon as it is safe to do so.
2. After conferring with the Board of Elections, building personnel and, if necessary, emergency services personnel, assess the situation and determine if it is possible to move the voting system, signage, supplies, etc. to another room on the premises or to a nearby site to permit voting to continue.
3. If you can safely relocate the voting equipment and materials to another suitable room, then do so. If you cannot, consider whether you can move paper ballots, poll books, signage, supplies, etc. to the safe room/site so that voting can continue on an emergency basis.
4. **IF THE POLL SITE MUST BE VACATED**, the Chairperson or Coordinator, working in conjunction with emergency personnel, must make certain that everyone gets out safely.

If the site must be vacated but there is **NO IMMEDIATE DANGER** to personal safety, the Chairperson or Coordinator should attempt to protect the integrity of the voting process and voting materials as much as possible, by doing the following:

- Record the “Votes Cast” number from the voting system.
- Gather and secure the following: Electronic Poll Pad, all voter affidavit ballots, all books of ballots, opening and closing reports, and payment vouchers and place them in the Orange Security Bag.
- Place the Security Key on the Scanner and from the Administrative Menu, touch “CLOSE POLLS.” After the Closing Tape is generated, select “POWER DOWN.”
- Seal the Voting Machine and record all Seal Numbers.

If the site can safely be reopened, notify the Westchester County Board of Elections and a team of technicians will be dispatched to determine if the voting system has been damaged or if any tampering has occurred. They will also replenish supplies and advise poll workers of any special instructions that might be necessary due to the interruption.

CLOSING THE POLLS

Polls close at exactly 9:00 PM

- * **CHAIRPERSON ANNOUNCES OUT LOUD THAT THE POLLS ARE CLOSED!**
- * **Any person in line at that time, no matter how long the line is or where the line ends, has the right to vote.** At 9 pm, an inspector should stand at the end of the line of voters so that no one can be added to the line. Only after the last person has voted can the poll closing procedures begin.
- * No inspector should turn off or close their machine until the last voter has left the polling site.
- * **No inspector should leave until all the other inspectors from your district are ready to leave.**
- * All activities must be done in bi-partisan teams (one Republican and one Democrat).
- * Once the polls have closed, only authorized persons may remain in the polling area. Authorized individuals include the Inspectors, Poll Clerks, Poll Watchers, Coordinators, Federal Observers and other authorized persons.
- * Return the polling place to its original condition. No food, drinks or garbage of any kind should be left behind.

COMPLETING THE RETURN OF CANVASS REPORT (CLOSING)

- 1) Take the Closing Tape Receipt from the ImageCast (Plan A) Scanner. The ImageCast (Plan A) Scanner will be explained to you in your Machine training class.
- 2) All seals on the ImageCast (Plan A) Scanner must be recorded in the appropriate location on the Return of Canvass Report. (Instructions to follow)
 - Also make sure to secure a new seal to the ImageCast Scanner Cover/Privacy Shield.
- 3) The Chairperson of the Election District announces the results of the election OUT LOUD so the other inspectors and poll watchers of that Election District can hear the results.

Reading the Tape Results

Westchester County
Tuesday, March 19, 2013

Tabulator Name
S724 – White Plains 27

Tabulator ID:
1351

Voting Location
GEORGE WASHINGTON
SCHOOL – AUDITORIUM MAIN ENT

Precinct
White Plains 27

Total Scanned :265
Total Voters :265

Ballot ID : 2400271
Ballots Scanned :258
Ballot ID : 2400272
Ballots Scanned :7

Ballot ID : 2400271
Ballots Scanned :258

MAYOR (1)	
James Bond	92
Democratic	:82
Working Families	:10
Harry Potter	122
Republican	:103
Conservative	:19
Porky Pig (POP)	34
Write-in	1
Total Votes	: 249

Total votes cast on an English ballot

Keep in mind that candidates may be running with multiple party endorsements. These results must be copied accordingly.

“Ballot ID” number: Let’s use the example on this

2400271 and 2400272

- The first two numbers (24) represent the Town/City code.
- The second two numbers (00) represent the Ward number, which is used only in Yonkers.
- The third two numbers (27) represent the election district number.
- The last number, (1) or (2), identifies whether the ballot cast was a Spanish or English ballot.
(1-English & 2-Spanish)

Note: During a primary election, one additional number will be present on the Ballot ID. This number is used to distinguish each party’s primary

Example: James Bond is running on the Democratic Party line (receiving 82 votes) and the Working Families Party line (receiving 10 votes). This gives him a total of 92 votes. (English Ballots)

On rare occasions, multiple Election Districts will be consolidated to one machine. When reading these tapes, it is essential to fully understand the layout of the closing tape and the Ballot ID codes.

Reading the Tape Results, cont

=====	
Ballot ID :	<u>2400272</u>
Ballots Scanned	:7

MAYOR (1)	
James Bond	1
Democratic	:0
Working Families	:1
Harry Potter	5
Republican	:3
Conservative	:2
Porky Pig (POP)	1
Write-in	0
Total Votes	: 7
=====	

Unit Model :	PC0S-3008 (Rev 106)
Unit Serial	: NYNAEAD2911
Protective Counter	: 852
Software Version	: 1.30.7
Certification	
WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE ACCOUNT OF ALL BALLOTS COUNTED AND THAT ALL COUNTERS WERE AT ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE	
<u>Barack Obama</u> Inspector Signature	
<u>George Bush</u> Inspector Signature	
<u>Bill Clinton</u> Inspector Signature	
<u>Ronald Reagan</u> Inspector Signature	
Machine Serial #:	2222222
Poll Closed.	Tues, Mar 19 20:14:22 2013

Total votes cast on a Spanish ballot

Example: Harry Potter is running on the Republican Party line (receiving 3 votes) and the Conservative Party line (receiving 2 votes) This gives him a total of 5 votes. (Spanish Ballots)

Scanner Serial Number

After closing the polls (9:00PM), Inspectors must record the totals from this "Close Poll Results Tape" on the Return of Canvass/Results Sheet (Sample Ballot) and call these election results into the Board of Elections at the end of the night.

When calling in your numbers, you will need to add the totals of English and Spanish votes for each candidate, for a total number of votes for each.









Write the words "Machine Serial #" and the actual serial number of the machine here. (Refer to page 6 of this book for a picture of where this serial # is found on the machine).

All four Election Inspectors must sign the bottom of the tape.

Tells us the date and time the polls were closed.

COMPLETING THE RETURN OF CANVASS REPORT (Closing) Filling out the Results Sheet

Copy the vote results from the "CLOSE POLL RESULTS TAPE"
onto this form

	1 MAYOR (UNEXPIRED Term) (Vote for ONE)	2
 ★ A DEMOCRATIC	1A 0  Democratic James Bond	82
 B REPUBLICAN	1B 0  Republican Harry Potter	106
 C CONSERVATIVE	1C 0  Conservative Harry Potter	21
 D WORKING FAMILIES	1D 0  Working Families James Bond	11

Make a copy of this information (you may use a Sample Ballot for this) then

**CALL IN THE RESULTS TO
THE BOARD OF ELECTIONS**

Call **ONLY AFTER** voting is finished and all voting materials are properly secured - including this form

Use the copy of the results when making your call

Above is what a completed results sheet should look like. This sheet should be put into the Orange Security Pouch. When calling in the numbers to the Board of Elections, we recommend copying the numbers on a sample ballot.

COMPLETING THE RETURN OF CANVASS REPORT Ballot Reconciliation (Closing)

After closing the polls, all ballot tally totals (your stick counts) from the Tally Sheet on Page 3 of the Return of Canvass Report must be transferred over to this final page of the closing report. The canvass sheet itself has detailed directions in case the poll worker needs further assistance.

BALLOT BOOK BALLOTS		ENGLISH	SPANISH	TOTAL
Number of Ballots Issued				
	Number of ballots CAST/VOTED [scanned into Optical Scan (Plan A) Voting Machine] <i>To be copied from scanner closing screen or closing tape</i>			
A	Number of ballots CAST/VOTED [scanned into ICE/BMD (Plan B) Voting Machine] <i>To be copied from scanner closing screen or closing tape</i>			
B	Number of EMERGENCY Ballots (ballots not scanned into any voting machine & placed in <u>ORANGE</u> security bag) <i>Total from Tally Sheet page 3</i>			
C	Number of VOID/SPOILED Ballots (ballots spoiled by voter & placed in <u>PURPLE</u> security bag) <i>Total from Tally Sheet Row C page 3</i>			
D	Number of ABANDONED Ballots (ballots left by voter unable to be scanned & placed in <u>ORANGE</u> security bag) <i>Total from Tally Sheet Row D page 3</i>			
	Number of UNUSED Ballots			
TOTAL OF LINES 1— 6 (above)				

COMPLETING THE RETURN OF CANVASS REPORT Ballot Reconciliation (Closing, cont.)

Below is the Affidavit Ballot Section of the Return of Canvass Report:

AFFIDAVIT BALLOTS		ENGLISH	SPANISH	TOTAL
Number of Ballots Issued				
E	Number of AFFIDAVIT ballots inserted into completed Affidavit Ballot Envelopes (placed in <u>ORANGE</u> security bag) <i>Total from Tally Sheet Row E page 3</i>			
F	Number of Spoiled/Void AFFIDAVIT Ballots (placed in <u>PURPLE</u> security bag) <i>Total from Tally Sheet Row F page 3</i>			
	Number of UNUSED AFFIDAVIT Ballots			
TOTAL OF LINES 1— 6 (above)				

Below, record the total number of Court Orders received, the total number of write-in votes as shown on the Close Polls tape, as well as the total number of Absentee Ballots that were turned in.

Court Orders _____ #Write-Ins (from CLOSE POLLS tape) _____ #Absentees _____
--

COMPLETING THE RETURN OF CANVASS REPORT Machine and Bag Seals (Closing)

.....

AT THE CLOSE OF POLLS	
NEW seals are provided in the small GREEN security pouch. These seals are to be placed on the voting machine and security bags at the close of polls. Record the seal numbers below	
MACHINE SEALS	SEAL NUMBER
BALLOT BOX DOOR Red Peel 'n Stick SEAL	(DO NOT REMOVE – Original Seal must remain here throughout the election day)
SCANNER COVER/PRIVACY SHIELD White Plastic SEAL	
COMPACT FLASH DOOR SEALS (2) (front of scanner) DO NOT REMOVE	(L) (R) (DO NOT REMOVE – Original Seals must remain here throughout the election day)
PORT SEAL (right side of scanner) DO NOT REMOVE	(DO NOT REMOVE – Original Seal must remain here throughout the election day)
THERMAL PRINTER (Results Tape) Red Peel 'n Stick SEAL	
BAG SEALS	SEAL NUMBER
Large BLUE Supply Bag White Plastic SEAL	(To be placed on bag after completing & securing this form)
ORANGE Security Pouch (Top Slot) Plastic Tab SEAL	(To be placed on bag after completing & securing this form)
ORANGE Security Pouch (Bottom zippered section) Plastic Tab SEAL DO NOT REMOVE	(DO NOT REMOVE – Original Seal must remain here throughout the election day)
PURPLE Pouch (Top Slot) Plastic Tab SEAL	
PURPLE Pouch (Bottom zipper section) Plastic Tab SEAL DO NOT REMOVE	(DO NOT REMOVE – Original Seal must remain here throughout the election day)
Small GREEN Security Pouch Security Key and Seals Plastic Tab SEAL	
Small SILVER Memory Card Security Bag	

FINAL NOTES

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In Westchester County, the Chairperson is **required** to phone in vote counts to a specified number at the Westchester County Board of Elections. The phone number that is to be called will be located in the clear plastic binder in the Blue Inspector Supply Bag. These results are very important and you **CANNOT LEAVE YOUR POLLING PLACE** until the Westchester County Board of Elections has received your call. Please be patient, as many other inspectors are calling in at the same time. The Board is doing the best it can to process these calls, so that yours can be taken as quickly as possible.

Be sure that all supplies and materials from the Westchester County Board of Elections are returned to the designated site selected by the Board of Elections.

REMINDER CHECKLIST

Before leaving the polling site, be sure:

- ✓ All documents are filled out completely and correctly.
- ✓ All poll records are correctly dated.
- ✓ The Challenge Report is signed by all inspectors.
- ✓ All inspectors have signed the Election Night Results Sheet (Return of Canvass).
- ✓ All Security Bags are resealed at the end of the night.
- ✓ To secure all notes written throughout the day concerning Election Day events, situations, Poll Watchers' Certificates, breakdowns, etc.
- ✓ To follow the Westchester County Board instructions on returning all supplies, the US Flag, etc., in the inspector supply bag.
- ✓ To place the machine keys in the inspector supply bag.
- ✓ To sign the pay vouchers and place them in the inspector supply bag.
- ✓ To return polling place to its original condition. No food, drinks or garbage of any kind should be left behind.

THE CHAIRPERSON WILL NOT BE COMPENSATED AS CHAIR IF HE/SHE DOES NOT CALL IN THE VOTE COUNT TO THE BOARD OF ELECTIONS AND RETURN THE INSPECTOR SUPPLY BAG TO ITS DESIGNATED LOCATION.

ALL DOCUMENTS MUST BE COMPLETED IN BLUE OR BLACK INK

MORE INFORMATION FOR VOTERS REQUIRING ASSISTANCE

Voters Requiring Assistance

The following suggestions will help you provide assistance to voters. Remember that voters who request assistance must be treated with genuine politeness and helpfulness:

1. If a voter asks for further instructions concerning the manner of voting after entering the privacy booth or voting machine, an inspector from each political party may enter the booth to provide those instructions. The inspectors should then allow the person to vote alone as if he or she were unassisted.
2. Whenever possible, instruct the voter on how to use the machine

Meeting Voter Needs

The rights of the elderly and persons with disabilities are protected by laws such as the Voting Rights Act, the Elderly and Handicapped Voting Rights Act of 1986, New York State election laws, and the Help America Vote Act. There are many kinds of disabilities, physical and mental. All disabilities require special attention by the poll worker. Think of the person first, and the disability second. A citizen's right to vote is protected by law; providing that opportunity, unhindered, is the responsibility of the poll worker.

Disability Etiquette

Sometimes you will be serving a voter who has a disability or uses a service animal. Remember that it is your responsibility to serve these voters courteously, and do everything you can to make their voting experience as easy as possible. Here are some tips for assisting voters with disabilities:

- Be considerate of the extra time it might take for a voter with a disability to vote.
- Know the accessible entrance, restroom and other features in the building.
- Give undivided attention to a voter who has difficulty speaking – don't rush him or her.
- Speak directly to the voter who has a disability, not to a companion who has come to help.
- Speak calmly, slowly and directly to a voter with a hearing problem.
- Provide simple and easy to follow instructions.
- Be patient; listen carefully; do not finish sentences for the voter.
- Don't shout or speak in a voter's ear.
- If you are having trouble being understood, write a note to a voter with a hearing problem.
- Greet a voter who is visually impaired by letting them know who and where you are. Offer assistance. If accepted, guide by letting voter take your arm.
- Provide a guiding device such as a ruler or card for signing forms.
- Have paper and pen available.

Who are persons with disabilities?

Persons with disabilities prefer, as we all do, to be thought of as individuals with many characteristics, rather than to be defined by their disability or disabilities. About 20 percent of the population has some kind of disability. Persons with disabilities are brothers, sisters, parents, young, old, rich and poor, of all ethnic and racial backgrounds. In other words, they are everywhere and are profoundly “normal.”

Many different types of disabilities:

Blindness or low vision
Deaf or hard of hearing
Developmental disabilities
Diabetes
Epilepsy
Learning disabilities
Mental illness
Multiple chemical sensitivity
Neurological muscular disabilities

Blindness or Impaired Vision

Blindness, impaired vision, and low vision are terms used to identify persons who lack part or all of the ability to see. They may use a cane, service animal (usually dog), thick glasses, or sunglasses. Here is how you can best assist them in the polling place.

- Offer your arm or shoulder (*Do not* grab a visually impaired person’s arm or shoulder) so that the person maintains independence and can let go at any time.
- Specific directions should be provided. For example, “Proceed about 20 feet straight ahead (make sure the voter is faced in the right direction) and the voting machine is to your right.”
- Assist with filling out forms, etc. Use a “signature” box or a ruler, whichever is provided. This helps keep the signature in the correct place.
- Have a magnifying glass for persons with impaired vision as well as large-print materials and other alternative-format items.
- Before opening the polls, remove any unnecessary clutter in the polling area, the parking area and the “exterior accessible route.”
- If a companion accompanies a voter with impaired vision, speak *directly* to the voter, *not* the companion.
- If a service pet accompanies them, please do not pet, feed or distract a service animal.

Voter Assisted by a Service Animal

Service animals are not pets. The Americans with Disabilities Act defines a service animal as any guide dog, signal dog or other animal, not necessarily a dog, individually trained to provide assistance to an individual with a disability. Service animals perform some functions and tasks that individuals with disabilities cannot perform themselves.

Deaf or Hard of Hearing

To identify a voter who is deaf or hard of hearing, look for and be aware of persons who use sign language or lip reading, wear a hearing aid, or are accompanied by an interpreter or a service animal.

- To assist a person with a disability, you should stand where the voter can see you easily with light in front of you, not behind you (don't stand in front of window)
- If an interpreter is present, speak to the voter who is deaf or hard of hearing, *not* the interpreter.
- Keep hands away from lips (the voter might lip read).
- To get the voter's attention, tap the voter's shoulder. *Don't yell.*
- Be prepared to communicate by written notes.
- Speak clearly and directly to the voter (again, *don't yell*).

Developmental Disability Assistance in Voting Booth

Persons with a developmental disability have the right to have a companion assist.

Assisting a Person Using a Wheelchair

Make sure the "sign-in" table has plenty of knee clearance for wheelchair and scooter users.

Do not touch the wheelchair or scooter as this is considered an extension of the voter's body.

People who use wheelchairs may have different disabilities and varying abilities. Some can use their arms and hands. Some can get out of their wheelchairs and even walk for short distances. Make sure that there is a clear path of travel.

When talking to a wheelchair user, sit at their level. If that is not possible, stand slightly away from them, so that they aren't straining their neck to make eye contact with you.

Here are some tips for assisting a voter who is using a service animal:

Address the person, not the animal

Do not pet the animal

Do not whistle or direct other noises to the animal, as such noises may be distracting

Avoid questions about the individual's disability or what the animal does for them

Do not automatically assume that a person with a service animal is blind

If you do not like animals or are afraid of certain animals, it is appropriate to excuse yourself and move away from the service animal

If there is a complaint about an animal being present, explain that Federal and State laws protect the rights of individuals with disabilities to be accompanied by service animals

Guidelines for Interacting with People with Disabilities

1. **Be yourself.** Treat people with disabilities with the same respect and consideration that you have for everyone else. Treat the person as an individual. As in any new situation, everyone will feel more comfortable if you relax.
2. **Meeting someone.** When you meet someone, extend your hand to shake if that is what you normally do. A person who cannot shake hands will let you know. If you are meeting a blind person, identify yourself. If you have met before, remind the person of the context; he or she won't have the visual cues to jog the memory.
3. **Helping.** Do not automatically give assistance; ask first if the person wants help. Follow the person's cues and ask if you are not sure. And don't be offended if someone refuses your offer of assistance. It's their choice to be as independent as they can be.
4. **Communication.** Talk directly to the person, not to an aide, friend or interpreter. Ask the person to repeat if you don't understand them. If the person uses a wheelchair, sit down and converse at the same level. Offer to make basic information available in large print, Braille, electronic or audio formats – such materials are provided to you by the Board of Elections.
5. **Socializing.** Do not leave persons with disabilities out of a conversation or activity because you feel uncomfortable or fear that they will feel uncomfortable. Include them as you would anyone else; let it be their decision whether or not to participate.
6. **Touching.** Do not pat or touch a person with a disability unless there is a good reason (such as shaking hands in greeting or if the person has requested assistance). However, you may gently touch a deaf person to get his attention. Never push a person's wheelchair without their permission. Do not touch someone's cane, wheelchair or other device. It is a part of that person's mobility aid.
7. **Environments.** Be sensitive about the setting. A noisy or dark environment or many people talking at the same time might make it difficult for people with vision, speech, or hearing impairments to participate fully in a conversation. Be aware of clear paths of travel for people who use wheelchairs or are blind. Describe goings-on and surroundings (especially obstacles) to a blind person. A person with chemical sensitivity may have a reaction to smoke, perfume, or other toxins in the environment.
8. **Hidden Disabilities.** Not all disabilities are apparent. A person may have trouble following a conversation, may not respond when you call or wave, or may say or do something that seems inappropriate. The person may have a hidden disability, such as low vision, or mental illness. Don't make assumptions about the person or the disability.
9. **Language Tips. Put the Person First.** Say "person with disability" rather than "disabled person". Say "people with disabilities" rather than "the disabled". Say "wheelchair user", rather than "confined to a wheelchair" or "wheelchair bound". The wheelchair is what enables the person to get around and participate in society; it's liberating, not confining. If you are not sure what word to use, ask. Avoid outdated terms like "handicapped" or "crippled". Be aware that many people with disabilities dislike terms like "physically challenged" and "differently abled".

The Voter Needs Language Assistance

The Westchester County 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 means that anything the voters needs to read is translated into Spanish. All of our voting material appears in English and Spanish.

Oral assistance means that we provide an interpreter Election Inspector or Election Coordinator at the site to help voters who do not understand English.

Interpreter Election Inspectors are charged with the following responsibilities:

- Wear an identifying bag indicating 'I speak Spanish'
- Translate any information or questions other poll workers have for the voter and translate the answers the voter gives.
- Try to help the voter outside of the voting booth, using the provided posters and sample ballots
- Help the voter inside the voting booth, if necessary. The Interpreter Election Inspector **may enter the voting booth with another Election Inspector from the opposite party and the voter**. While inside, the Interpreter Election Inspector will translate the entire ballot for the voter, including office titles, parties and candidates' names. **If the voter is provided assistance, it must be noted in the voter's record next to the signature.**
- If the voter requested assistance from someone else, the Interpreter Election Inspector is to ensure that said person is NOT the voter's employer or union agent.
- Have the Interpreter administer the Oaths from the Voter Assistance section of the handbook and follow all the directions in that section.

Enter the name of the voter who received assistance, and the name and address of the person who provided assistance, in Section III of the Challenge Report. Check the **Assisted** box next to the voter's record in the Poll Pad and Fill-in the Challenge report Section III Assistance Provided.

GLOSSARY

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 demonstrated by the Voter Registration List is not listed in the Poll Pad. 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 to disabled voters at the main entrance. The alternate entrance either is 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 (Election District) 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 signing 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 allowing a voter to vote on the voting machine or via affidavit ballot.

E

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

Electioneering - Campaña Electoral - 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.

Enrolled Voter - Votante Alistado - 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 s/he is enrolled.

G

General Election - Elección General - 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

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

I

I.D. Requirements - Requisitos de Identificación - Must be shown by voters who register by mail and have not provided I.D. prior to appearing to vote for the first time.

Inspectors - Inspectores - The poll workers at each ED (Election District) who are responsible for the operation of the ED.

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 there and the entrance.

P

Poll Pad - Libro de Registro – An electronic tablet containing identifying information and showing 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 body 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 and tables and chairs for each ED.

Primary Election - Elección Primaria - An election held for a political party to choose its candidates for public office or party position, for the General Election. Only registered voters who are enrolled in the party may vote in this election. (See Enrolled Voter.)

R

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.

Return of Canvass - Resultado del Escrutinio - Sheet on which tallies are recorded at the end of the day.

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 help individuals with disabilities perform certain functions and tasks. A type of service animal you may be familiar with is the Seeing Eye dog, but other animals may also be used.

Spanish Bilingual Badges - Credenciales para los Bilingües - Found in every Supply Bag, these badges say "I Speak Spanish" (in Spanish). Should be worn by any poll worker who speaks Spanish.

Special Ballot - Boleta Especial - A paper ballot cast by Poll Workers, must be requested in person at the Board of Elections beginning 2 weeks before the election.

Supply Bag - Bolsa de Equipo - The bag containing many of the supplies needed at an ED 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 Machine - Máquina de Votación - The machine on which voters cast their votes.

Voting Machine Key - Llave de la Maquina de Votación – The keys used for the opening and closing of the machine. In the morning be sure to check that you have the right key for your machine.

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, party or independent body that sent a poll watcher to observe the election. There must be a separate Watcher's Certificate for each ED. The Watcher must show the Certificate to the Inspector at the ED. All watchers' certificates must be returned to the Board of Elections.