

Carteret County Election Official



Training Manual

Revised August 2017

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- **Carteret County Board of Elections (252) 728-8460**
- **DS200 counts:**
 - Call in count at 10am, 2pm & 4pm (252) 728-8460**
 - (Leave Precinct number and count on the message line)

Police/Ambulance Emergencies

911

In the event you are unable to serve, please notify the appropriate party recruiter using the following contact methods:

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POLITICAL ACTIVITY BY PRECINCT OFFICIALS

North Carolina General Statute 163-47

North Carolina General Statute 163-47 states that: “The Chief Judges and Judges of Election shall conduct the Primaries and Elections within their respective Precincts fairly and impartially” ...

WHAT DOES THIS MEAN?

While Serving at a Voting Location: While representing the Carteret County Board of Elections at a Voting Location, Precinct Officials must ensure that they remain fair, impartial, and non-partisan at all times. Comments and opinions pertaining to candidates, political parties, items on the ballot, or politics in general are not permitted.

While Not Serving at a Voting Location: The Carteret County Board of Elections strongly supports an individuals’ right to free speech; however, when an appointed Precinct Official makes public comments or opinions pertaining to candidates, political parties, items on the ballot, or politics in general (even though they are not representing the Board of Elections when doing so) it raises questions as to the ability of that person to remain fair, impartial and non-partisan while at the Voting Location. The perception can be that if someone is so strong in their opinions about a topic then it may not be possible for them to refrain from those opinions when they are representing the Board of Elections.

***The Board of Elections Director, Staff, and Board Members often receive calls/complaints pertaining to public statements made by our Precinct Officials. These concerns come from posts entered on Facebook, Twitter, SnapChat, etc., Letters to the Editor, Blogs, and other public activities that are directed to actively support or oppose a candidate, political party, item on the ballot, or politics in general.**

***It is recommended that any appointed Precinct Official that feels very strongly about candidates, political parties, items on the ballot, or politics in general, and chooses to voice these views in a public manner, be removed as a Precinct Official.**

***If, at any time, the Carteret County Elections Board has concerns than an appointed Precinct Official may not be able to carry out their duties fairly and impartially, they have the authority to remove a Precinct Official from their appointment.**

OVERVIEW

ELECTION TERMS GLOSSARY

Acronyms

<i>ADA</i>	Americans with Disabilities Act
<i>ATV</i>	Authorization to Vote (See Forms & Documents)
<i>BOE/CBE</i>	Board of Elections / County Board of Elections
<i>DMV</i>	Department of Motor Vehicles
<i>DOB</i>	Date of Birth
<i>ENR</i>	Election Night Reporting (Software that tallies the total votes from all precincts)
<i>ES&S</i>	Electronic System and Software (Voting Systems Vendor)
<i>FEC</i>	Federal Election Commission
<i>GS</i>	General Statute (NC Laws)
<i>HAVA</i>	Help America Vote Act 2002
<i>NCAC</i>	North Carolina Administrative Code (Regulations)
<i>NCOA</i>	National Change of Address (US Postal Service – Cross check mailing)
<i>NVRA</i>	National Voter Registration Act (1993)
<i>OVRD</i>	On-Site Voter Registration Database (See Equipment)
<i>SBE</i>	State Board of Elections
<i>SEIMS</i>	State Election Information Management Systems (Election software at Elections Office)
<i>SOSA</i>	SEIMS One-Stop Voting Application (Software)
<i>SSN4</i>	Last four digits of a Social Security number
<i>UOCAVA</i>	Uniformed and Overseas Civilian Absentee Voting Act
<i>VRN</i>	Voter Registration Number

Equipment

<i>AutoMark</i>	Marks a voter's ballot
<i>Curbside Monitor</i>	Video monitor inside the polling place to alert workers of a "curbside" voter
<i>Franklin</i>	Voting Booth with 4 stations, one of which is wheelchair accessible
<i>DS200</i>	Optical Scan Voting Machine
<i>OVRD</i>	Laptop Software for voter lookup and processing
<i>VBT Gun</i>	Scanner used to match Ballot Style to Voter's ATV

Terms

<i>Active</i>	Status of a voter whose information has been confirmed and is up to date.
<i>Cancelled</i>	When a voter decides not to vote or were selected in error, the ATV gets "cancelled".
<i>Curbside</i>	A voter that is not able to enter the voting place and votes from their vehicle.
<i>Denied</i>	Status of a voter that was not accepted due to lack of information provided or invalid address.
<i>Inactive</i>	Status of an existing voter that has moved and BOE was unable to confirm their address after 2 mailings.
<i>Provisional</i>	A voter that cannot be found in the system, has a jurisdictional dispute, or wants to vote in a partisan primary they are not registered for, may vote a Provisional Ballot.

*Removed
Spoiled*

Status of a voter that has been removed for various reasons. Ballots in which a voter has made an error are “spoiled” and a new ballot is issued.

Forms & Documents

<i>ATV Form</i>	Authorization to Vote: Prints out, voter and official sign and voter trades for ballot.
<i>Challenge Envelope</i>	If a voter’s ballot is challenged, it is sealed inside awaiting a decision.
<i>Deceased Voter Form</i>	Near relative fills out to notify Elections Office of a deceased voter that needs to be removed from the system.
<i>Election Day Transfer</i>	If a voter gives you an updated address that puts them in another precinct, an “Election Day Transfer” will print out instead of an ATV. The voter takes this Election Day Transfer with them to their new precinct.
<i>Incident Reports</i>	Two types: Voting System and Non-Voting system. Use to report any unusual issues or problems on Election Day.
<i>Log: ATV Cancellation</i>	When an ATV is no longer valid, it must be tracked using the ATV Cancellation Log.
<i>Log: Curbside</i>	To assist the election official in processing curbside voters, use the Curbside Log to obtain the voter’s information.
<i>Log: OVRD Emergency</i>	If there is a local printer issue and an ATV will not print, fill out a pre-printed ATV by hand and record on the Emergency OVRD Log. Once the printer is working again, this log sheet will allow you to enter the information into the laptop and print the official ATV.
<i>Log: Spoiled Ballot</i>	When a voter makes an error while filling out the ballot and requests a new one, the original ballot must be “spoiled” and recorded on the Spoiled Ballot Log. This will assist you in reconciliation.
<i>Log: Transfer Out</i>	Upon receiving a phone call from another precinct regarding a voter that has moved out of your precinct, record that voter’s information on the Transfer Out Log sheet. Go to each computer and look up each voter on this log sheet and “Flag as Transferred”.
<i>Provisional Application</i>	A voter that cannot be found in the system but insists they are registered may vote “Provisionally”. The application records their information for our office so further research may be done.
<i>Provisional Envelope</i>	The Provisional Application goes into the clear sleeve and the completed ballot goes inside the envelope and is then sealed.
<i>Who’s In Line at 7:30</i>	Form used to document those voters that were in line by 7:30 p.m. on Election Day, and who will be allowed to vote using the normal process.

Election Officials

There are three types of Election Officials: Chief Judges, Judges, and Assistants. Three Judges are assigned to each precinct: one Chief Judge and two Party Judges. A typical polling place will have two Judges from the same political party as the Governor, and one Judge from the other major political party. Judges usually live in the precinct in which they serve. Occasionally, a Judge will serve in a precinct outside his/her precinct of residence if a Judge cannot be found from within the precinct. Large precincts may have Assistants assigned as well. It is suggested that Election Officials serving outside their home precinct vote during Early Voting or by absentee by mail before Election Day.

Chief Judge

Each precinct is assigned one Chief Judge. The Chief Judge picks up ballots and supplies from the County Board of Elections (CBE) and acts as a liaison between the CBE, Judges and Assistants. The Chief Judge assigns duties to the other Judges and to Assistants serving in the polling place. Chief Judges attend mandatory training conducted by the CBE.

Judges

Each precinct is assigned two Judges, one from each major political party. Judges attend mandatory training conducted by the CBE.

Assistants

Larger precincts or precincts expecting heavy turnout are sometimes assigned election Assistants. Assistants serve in many capacities, including the Registration Station, the Help Station, the Ballot Station, and the curbside voting area.

Chief Judge Duties & Responsibilities

Term

Two-year appointment; August to August of odd-numbered years

Commitment

Work the Municipal, Primary, Second Primary and General elections from 6:00 a.m. until all election supplies are returned to the election's office.

Training

Attend instructional meetings before each municipal, primary, runoff and general election. Arrange entry into the voting location for Monday setup.

Duties Once Appointed

- ✓ Take Oath of Office.
- ✓ Attend mandatory instructional meetings and training workshops according to G.S. 163-82.24 and 8 NCAC 4.0305. Learn how to set up the polling place, use voting equipment, conduct regular and provisional voting, enforce electioneering laws (G.S. 163-166.4), assist disabled voters (8 NCAC 10B.0107), conduct curbside voting (G.S. 163-166.9 and 8 NCAC 10B.0108), accept voter name, address and/or party changes, conduct a hearing at the polls, open and close the polls (8 NCAC 10B.0102, -.0105), send election results to the CBE, account for ballots/equipment/supplies (8 NCAC 10B.0106), enforce security and emergency procedures.
- ✓ Inform the CBE if you are the spouse, child, spouse of a child, sister or brother of another precinct official in the same precinct. Serving in the same precinct as a near relative is prohibited by G.S.163-41.1.
- ✓ Inform the CBE if you hold any office in a state, congressional district, county, or precinct political party or political organization.

Before the Election

- ✓ Attend all instructional meeting(s) prescribed by law and training workshops necessary in carrying out all duties and responsibilities for conducting an election (G.S.163-46, 8 NCAC 10B.0101).
- ✓ Assist CBE as liaison with Judges and Assistants.
- ✓ At least one week prior to Election Day, call your assigned precinct workers to schedule a time for pre-election set up on the Monday prior to Election Day..
- ✓ Meet the voting equipment delivery truck at the polling place on the Monday prior to Election Day to sign chain of custody paperwork for delivery of voting equipment.
- ✓ Assign and review duties with Judges and Assistants.
- ✓ Inform CBE if your relative (wife, husband, mother, father, daughter, son, sister or brother) will be a candidate during an election in which you are scheduled to serve as Chief Judge (G.S.163-41.1).
- ✓ At least one week prior to Election Day, confirm access or obtain keys to polling facility.
- ✓ Check phone access at the polling facility.
- ✓ Review the precinct observer list and submit any objections for good cause to the CBE. (G.S.163-45)
- ✓ Notify the CBE and the appropriate party recruiter if unable to serve on Election Day.
- ✓ Pick up voting supplies, ballots, paperwork and keys from Board of Elections Office.
- ✓ Check Precinct supplies located in the Black Supply Bag and compare with the Election Supply Packing List.

Monday Set Up or Before Polls Open on Election Morning

- ✓ Review duties with other precinct officials.
- ✓ Administer the Oath of office to any precinct officials that were not previously sworn in (G.S. 163-41).
- ✓ Make sure that all equipment has been delivered and that all booths and tables have been set up.
- ✓ Unpack Precinct Supplies from the Black Supply Bag and distribute materials accordingly.
- ✓ Mark off the boundaries for the voting enclosure, if necessary.
- ✓ Post sample ballots at the polling place prior to opening the polls (G.S. 163-165.2).
- ✓ Set up an information area that includes sample ballots and voting instructions.
- ✓ Set up Station Signs.
- ✓ Complete the Election Morning Checklist.
- ✓ Measure and mark the electioneering and buffer zone locations. Remove any campaign signs that violate electioneering laws.
- ✓ Comply with facility rules concerning smoking, eating, etc. Federal law prohibits smoking inside of a school building or campus.
- ✓ Complete payroll sheets.
- ✓ Keep ballots in your possession until Election Day.
- ✓ Make sure that the DS200 Ballot Bin is empty and machine counter and/or tapes indicate zero votes, date and time are correct and tape displays the correct precinct name (Monday Morning ONLY).

Election Day

- ✓ Arrive at the polling place no later than 6:00 a.m. to ensure the prompt opening of the polls at 6:30 a.m. as mandated by G.S. 163-166.01.
- ✓ Administer the Oath of office to any precinct officials not previously sworn in (G.S. 163-41).
- ✓ Put on precinct official aprons and/or name badges.
- ✓ Place signs for: designating the polling place, buffer zone, temporary/permanent accessible parking and/or voter parking, curbside voting place.
- ✓ If a judge has not arrived before the polls open, notify the CBE immediately and appoint another person to act as precinct judge until the Chairman of the CBE appoints a replacement (G.S. 163-41).
- ✓ Respond to any voter's request for assistance [G.S. 163-166.8(b)].
- ✓ Maintain the arrangement of the voting enclosure (G.S. 163-166.2).
- ✓ Serve as contact for party observers.
- ✓ Report any problems that may affect the election and any violations of election laws to the CBE.
- ✓ Work in a non-partisan manner.
- ✓ Be familiar with security, disaster and emergency plans.
- ✓ Enforce the electioneering buffer zone.
- ✓ Follow voting procedures as directed by CBE and SBE.
- ✓ Do not: accept bribes from candidates, commit fraud, make false statements or false writings in performing election duties.

Polls Closing

- ✓ Announce the closing of the polls at 7:30 p.m. (G.S. 163-166.10).
- ✓ Record the name of every voter waiting in line at 7:30 p.m. and allow them to complete the voting process.
- ✓ Ensure all three judges sign the last printed ATV
- ✓ Close polls according to instructions (see Closing Polls Section).
- ✓ Send one assistant with flash drive to BOE office (see Closing Polls Section).
- ✓ Complete the appropriate election accounting forms and sign them.
- ✓ Pack supplies in correct containers.
- ✓ Fill out the Supply Refill form for any supplies that may need replenished for the next election
- ✓ Seal all election bag/container(s).
- ✓ Review the Election Night Checklist.
- ✓ Return all required materials to the CBE receiving station on Election Night unless otherwise instructed by CBE.
- ✓ Complete the accounting forms and ensure all Judges have signed them.

Party Judge's Duties & Responsibilities

Term

Two-year appointment; August to August of odd-numbered years.

Commitment

Work the Municipal, Primary, Second Primary and General elections from 6:00 a.m. until all election supplies are returned to the elections office.

Training

Attend instructional meetings before each municipal, primary, runoff and general election.

Duties Once Appointed

1. Take Oath of Office.
2. Attend mandatory instructional meetings and training workshops according to G.S. 163-82.24 and 8 NCAC 4.0305. Learn how to set up the polling place, use voting equipment, conduct regular and provisional voting, enforce electioneering laws (G.S.163-166.4), assist disabled voters (8 NCAC 10B.0107), conduct curbside voting (G.S. 163-166.9 and 8 NCAC 10B.0108), accept voter name, address, and /or party changes, conduct a hearing at the polls, open and close the polls (8 NCAC 10B.0102, -.0105), send election results to the CBE, account for ballots/equipment/supplies (8 NCAC 10B.0106), enforce security and emergency procedures.
3. Inform the CBE if you are the spouse, child, spouse of a child, sister or brother of another precinct official in the same precinct. Serving in the same precinct as a near relative is prohibited by G.S.163-41.1.
4. Inform the CBE if you hold any office in a state, congressional district, county, or precinct political party or political organization.

Before the Election

1. Attend all instructional meeting(s) prescribed by law and training workshops necessary in carrying out all duties and responsibilities for conducting an election (G.S. 163-46, 8 NCAC 10B.0101).
2. Inform CBE if a relative (wife, husband, mother, father, daughter, son, sister or brother) will be a candidate during an election in which you are scheduled to serve (G.S. 163-41.1).
3. Assist Chief Judge in election setup at the polling place on Monday or prior to the opening of the polls (G. S. 163-165.2).
4. Notify the CBE if unable to serve on an Election Day.

Monday Set Up or Before Polls Open Election Morning

- ✓ Review duties with Chief Judge at polling place.
- ✓ Make sure that equipment has been delivered to polling facility and that all booths and tables have been set up.
- ✓ Assist with marking the boundaries for the voting enclosure, if necessary.
- ✓ Assist with setting up a demonstration area that includes sample ballots and voter instructions.
- ✓ Verify ballots and supplies received and sign the accounting forms and Supply Checklist.
- ✓ Lock/secure voting area and supplies if set-up is done before Election Day.
- ✓ Assist with measuring and marking the electioneering and buffer zone locations. Remove any campaign signs that violate the electioneering laws.
- ✓ Comply with facility rules concerning smoking, eating, etc. Federal law prohibits smoking inside of a school building or campus.

Election Day

- ✓ Arrive at the polling place no later than 6:00 a.m. to ensure the prompt opening of the polls at 6:30 a.m. as mandated by G.S. 163-166.01.
- ✓ Put on precinct official aprons and name badges.
- ✓ At the Chief Judge's request, announce at 6:30 a.m. that the polls are open and will close at 7:30 p.m.
- ✓ Place signs for: designating the polling place, buffer zone, temporary/permanent accessible and voter parking, curbside voting place.
- ✓ If assigned, check the registration of voters at the Check In station according to G.S.163-166.7(a).
- ✓ Notify the Chairman of the CBE immediately if Chief Judge does not arrive before the polls open. Act as Chief Judge upon request of CBE Chairman until the Chairman appoints a replacement or approves the selection of the Chief Judge (G.S.163-41).
- ✓ Show voters how to use the voting equipment.
- ✓ Respond to any voter's request for assistance [G.S.163-166.8(b)].
- ✓ Maintain the arrangement of the voting enclosure (G.S.163-166.2).
- ✓ Provide ATV Forms to party observers when completed.
(10 a.m., 2 p.m. and 4 p.m.)
- ✓ Report any problems that may affect the election and any violations of election laws to the CBE.
- ✓ Work in a non-partisan manner.
- ✓ Be familiar with security, disaster and emergency plans.
- ✓ Use VBT Scanner guns if required to assure voters receive the correct ballot.
- ✓ Perform required legal duties or face criminal consequences as set out in G.S. 163-274(1).
- ✓ Assist the Chief Judge with the accounting forms throughout the day.
- ✓ Assist the Chief Judge with enforcing the electioneering buffer zone.
- ✓ Follow voting procedures as directed by CBE and SBE.
- ✓ Do not: accept bribes from candidates, commit fraud, make false statements or false writings in performing election duties.

Polls Closing

- ✓ At the Chief Judge's request, announce at 7:30 p.m. that the polls are closed. Assist with taking the names of any voters in line at 7:30 p.m.
- ✓ Ensure the counting of the votes have been adequately and properly counted according to procedures and law.
- ✓ Sign the last ATV form immediately beneath the Chief Judge's name.
- ✓ At the Chief Judge's request, make unofficial reports of returns to CBE.
- ✓ At the Chief Judge's request assist with the completion of the accounting forms and sign them.
- ✓ Pack election bag(s).
- ✓ Seal election bag(s).
- ✓ At the Chief Judge's request, assist with the completion of the Election Night Checklist.

Assistant's Duties & Responsibilities

Commitment

Work the Municipal, Primary, Second Primary and General from 6:00 a.m. until all voters have been processed and you are dismissed by Chief Judge.

Training

Attend instructional meetings before election if offered by CBE (optional).

Duties

Conduct elections at the polls according to the instructions issued by the County Board of Elections and the North Carolina General Statutes. **One Assistant will be assigned to return the encrypted Flash Drive to the County Board of Elections office after the closing of the polls.**

- Assist in miscellaneous ways as determined by the Chief Judge.
- Respond courteously to the public.
- Help make voter traffic run smoothly.
- Serve as curbside official.
- Provide voter education as instructed.
- Report to your assigned polling place no later than 6:00 am.
- Be willing to transition to other jobs.
- Wear comfortable clothing and dress in layers for optimum comfort and to account for varying temperatures.
- Leave any campaign material, buttons, clothing, etc. at home.
- Discussions of politics are not permitted while working the polls.
- Socializing with voters is discouraged! Remember someone may be waiting in line behind him or her.
- Arrange for enough food, drinks or medication for the entire day.
- Smoking is NOT permitted in any public building or school property.

SPECIAL INSTRUCTIONS

(SEE RED BINDER AT ELECTION TIME)

EMERGENCY PROCEDURE MANUAL

(SEE RED BINDER AT ELECTION TIME)

Monday Set Up

After picking up supplies, ballots, etc., it is important to meet your team and set up the precinct the day before the election. By preparing the day before, Election Day can have a very smooth start. **We recommend that you also take a photo or photos of your precinct cart before you start to unpack it at your polling site. The photo(s) will help you remember where everything can be placed back on the cart at the end of the night.**

Furniture

- Position tables and chairs for the various stations
 - Check In
 - Help Desk
 - Ballot Tables
 - Note: Ballot station has main table for greeting voter, and second table behind the worker for holding ballots/trays and Provisional Bag.
 - Table or other area for Sample ballots/information
- Set up Voting Booths
- Set up Stanchions (if provided) to guide voters from station to station.

Equipment

- Plug in the Precinct Cart.
 - Do NOT turn on the DS200 until Tuesday morning.
- Turn on Cell Phones, plug in and let charge overnight. Make sure the ringtone volume is up.
- Plug in VBT Scanner (if issued) and let charge overnight.
- Set up tables for Registration, Ballot, and Help Stations.

- Set up voting equipment, voting booths, and provisional voting table.
 - Ensure that the AutoMark is positioned for privacy.
 - Ensure blue ballot box in DS200 is empty.
- Plug in Laptop Computers.
 - Power up to make sure you can log in and complete a test print.

- Place trash cans near exit.

Supplies

- **Sample Ballot Table**
 - Sample ballots
 - Any last minute special instructions designated by SBOE

- **Check in Table**
 - Computer(s) & printer(s)
 - Black pens
 - Scratchpads
 - Paper

- **Help Desk**
 - Provisional bag and materials
 - Privacy sleeves for curbside voters
 - Computer and printer
 - Black curbside container clipboard
 - Black pens
 - Paper

- **Ballot Table**
 - Ballots
 - VBT Guns
 - Black pens

- **Voting Area**
 - Black pens at the voting booths

- **DS200/AutoMark Station**
 - “I Voted” stickers at the DS200

- Signs posted on walls, tables, etc...

- Place trash cans near exit

MORNING CHECKLIST, PAPERWORK & OATH

Election Morning Checklist

Before opening the polls, make sure each item is completed.

- Call the Board of Elections if any Precinct Official does not show up at 6:00 a.m.
- Chief Judge administers Oaths to all officials who did not receive Oaths at instructional meeting. (A Judge administers the Oath to the Chief Judge.)
- All judges and assistants complete and sign payroll form.
- Chief Judge and Judges verify delivery of paper ballots.
 - o **Party Judges sign the appropriate accounting form.**
- Make sure cell phone is plugged into a working power outlet and turned on with the volume up.
- Are the VBT guns (if provided) charging?
- Set up tables for Registration, Ballot, Help Stations if not done on Monday.
- Set-up voting equipment, voting booths, and table top voting booths.
 - o Ensure that the AutoMark is set up, turned on and positioned for privacy.
 - o Ensure ballot box in DS200 is empty.
- All 3 Judges must sign the zero tape.**
- Print OVRD test page (this insures the computer and printer are working together).
- Post "Vote Here" sign(s) outside the polling place.
- Place directional signs.
- Post curbside and handicapped parking signs and plug in curbside video monitor and camera.
- Post the Executed Absentee Ballot list. Enter all additional absentee voters in the OVRD system (See instructions).
- Use stanchions (if provided) to direct traffic flow.
- Place trash cans near exit.
- Mark electioneering buffer zone with yellow tape and cone signs. (50 feet from polling place entrance beyond which all campaign materials, signs, and campaigners must remain).
- Remove any signs that may have been placed within the buffer zone.
- Synchronize your watches with the voting equipment at the polling place.
- Chief Judge reviews duties of each Judge and Assistant.
- Review voter flow one last time with all Precinct Election Officials.
- At 6:30 a.m. go outside and announce, "The polls are now open from 6:30 a.m. until 7:30 p.m."

Morning Paperwork

1. Take the Election Judge Oath

- a. Locate the Election Judge Oath (located in the Red Binder in your supplies. The Chief Judge administers the Oath to all Judges and Assistants who did not take the Oath at their instructional meeting.
- b. **All Judges and Assistants must sign the Oath sheet.**

2. Payroll Form(s)

Each Judge and Assistant must complete the:

- *Precinct Official New Hire Packet*
- **These forms must be completed and placed in the Red Binder if they were not completed prior to attending training.**

3. Complete and Review the Emergency Procedures Manual.

Example of oath:

Election Oath

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of said State not inconsistent with the Constitution of the United States; that I will administer the duties of my office as Chief Judge of (Judge of election in) (Assistant in) _____ precinct, _____ County, without fear or favor; that I will not in any manner request or seek to persuade or induce any voter to vote for or against any particular candidate or proposition; and that I will not keep or make any memorandum of anything occurring within a voting booth, unless I am called upon to testify in a judicial proceeding for a violation of the election laws of this State; so help me God.

ELECTION: _____

PRECINCT: _____

All Judges and Assistants must take the Oath and sign below.

Election Oath

I do solemnly swear (or affirm) that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of said State not inconsistent with the Constitution of the United States; that I will administer the duties of my office as Chief Judge of (Judge of election in) (Assistant in) _____ precinct, Buncombe County, without fear or favor; that I will not in any manner request or seek to persuade or induce any voter to vote for or against any particular candidate or proposition; and that I will not keep or make any memorandum of anything occurring within a voting booth, unless I am called upon to testify in a judicial proceeding for a violation of the election laws of this State; so help me God.

POLLING PLACE SIGNS & SET UP

Election Station Set Up

GREETER/CURBSIDE MONITOR

- Greet voters, maintain sample ballots, direct voters to the appropriate check in laptop. Maintain voter flow/crowd control.
- Monitor the curbside video monitor or line of sight to the curbside area and alert the curbside attendant at the help station if a curbside voter arrives.
- Collect all ballot sleeves and other voting materials.

CHECK-IN/ BALLOT STATION

At the Check-In/Ballot Station, Election Officials (bi-partisan if possible) verify that each person who presents themselves to vote is properly registered.

- Each laptop maintains their set of Authorization to Vote forms. **Forms must be kept in numerical order per each laptop.**
- Table positioned behind the attendant for ballot staging area.
- Ballots.
- VBT gun (if applicable).

VOTING BOOTH/DS200 STATION

Here the voters are directed to the individual voting booths or the AutoMark.

- Assist voters with voting on the DS200 and help if any alerts display due to over votes or other technical issues while still maintaining voter privacy.
- Pass out “I Voted” stickers.
- Monitor booths to make sure voters do not leave campaign materials or trash.
- Replenish pens in voting booths.
- Collect all ballot sleeves and other voting materials.
- Ensure no ballots leave the voting enclosure.

Election Station Set Up (Continued)

HELP STATION (PROVISIONAL/CURBSIDE BALLOTS)

At the Help Station, Election Officials assist voters whose registration information is incorrect or missing from the registration list. This station also processes Curbside voters. The Help Station needs:

- Voter registration applications.
- Privacy sleeves for curbside ballots.
- Provisional bag with supplies.
- Contact phone numbers (other precincts and CBE).
- Cell phone.
- Official Ballots.
- OVRD Emergency Log (to only be used if computer fails).

Post Signs and Notices

Inside the polling place

Post each of the following items where voters can read them prior to voting:

- Precinct Wallpaper
- Sample ballot(s)
- “Wait Here” sign (one in front of the Check-In table and the other in front of the voting booths)
- Any additional signs/notices required by law (changes, new laws, information/education).

Outside the polling place

Post each of the following items outside the voting place:

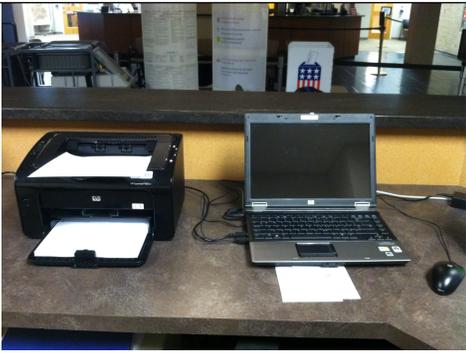
- Signs “Vote Here” (designating the polling place) must be placed on the exterior property where the polling place is located.
- “Voter Parking” signs and curbside signs must be placed and secured.

Electioneering Buffer Zone

- Election Judges must measure 50 feet from the entrance to the voting place and mark the boundary with the tape and/or cones and poll distance marker signs provided. (Please keep safety in mind.) Remove all campaign signs and materials from this area, and keep campaign workers beyond the buffer zone while the polls are open. Contact the CBE if you have questions regarding this boundary.

Voting Location Set Up Basics

1. Make sure the voter can find you---**EASILY**. Put up ALL outdoor signs.
2. Mark your voter parking during set up on the Monday prior to Election Day. **Do not** take the best, closest parking spaces for yourself. If parking is limited, move your cars to a distant or off-site spot.
3. The check-in table should be set up **NEAR AN ELECTRICAL OUTLET** and in a way that there is room for a line inside the building.
4. Info table with sample ballots and instructions should be set up in foyer where voters first enter the building, thereby giving them time to study.
5. Use your indoor directional signs to the hilt. Use directional arrows to guide voter lines. Use Station signs **ON TOP OF THE TABLES** so voters won't get lost. **MOST IMPORTANTLY, YOU CONTROL THE CROWDS. DO NOT LET THEM CONTROL YOU!**
Make them wait in line until you call the next voter!!
6. **Lines should always form before or at the check-in table, not at the ballot table or voting booths.** Tell your check-in table workers (ballot table also) to keep a look out for this, and let the voters catch up if necessary.
7. Everybody should keep an eye out for **political literature** and keep the polling place clean of any literature other than what is allowed for your operation. There will be lots of stuff floating around. Rovers will also be checking for this. What can be placed in a polling location is strictly regulated, **so check before making any signs.**
8. **PLEASE, please always** wear your aprons and buttons/name tags. It helps voters know who is in charge and to respect your authority. They might not be stylish but they serve a purpose.
9. The voting unit should be placed as close to the exit as possible. Create a space at the exit for disposal/return of handouts, sample ballots, instructions, and pens.
10. Keep accessibility issues in mind and alert us if necessary. Make certain that your check-in table workers know about the AutoMark. Take out magnifying glasses for use.
11. Load and clean up all supplies at the end of the day. **Do not burden the facility with the chore of throwing out any unused materials.**



OVRD Work Station



Red Binder



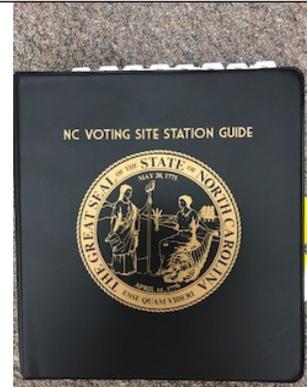
VBT Scanner



DS200



AutoMark w/ Headphones



Station Guide



**Blue Ballot Box
(inside DS200)**



Curbside Monitor/Receiver



Curbside Camera

Election Day Equipment & Items



Provisional Ballot Bag



Spoiled Ballot Bag



Keys



ATV Label Binder



Ballots for Review Bag



Yellow Bag



Black Supply Bag

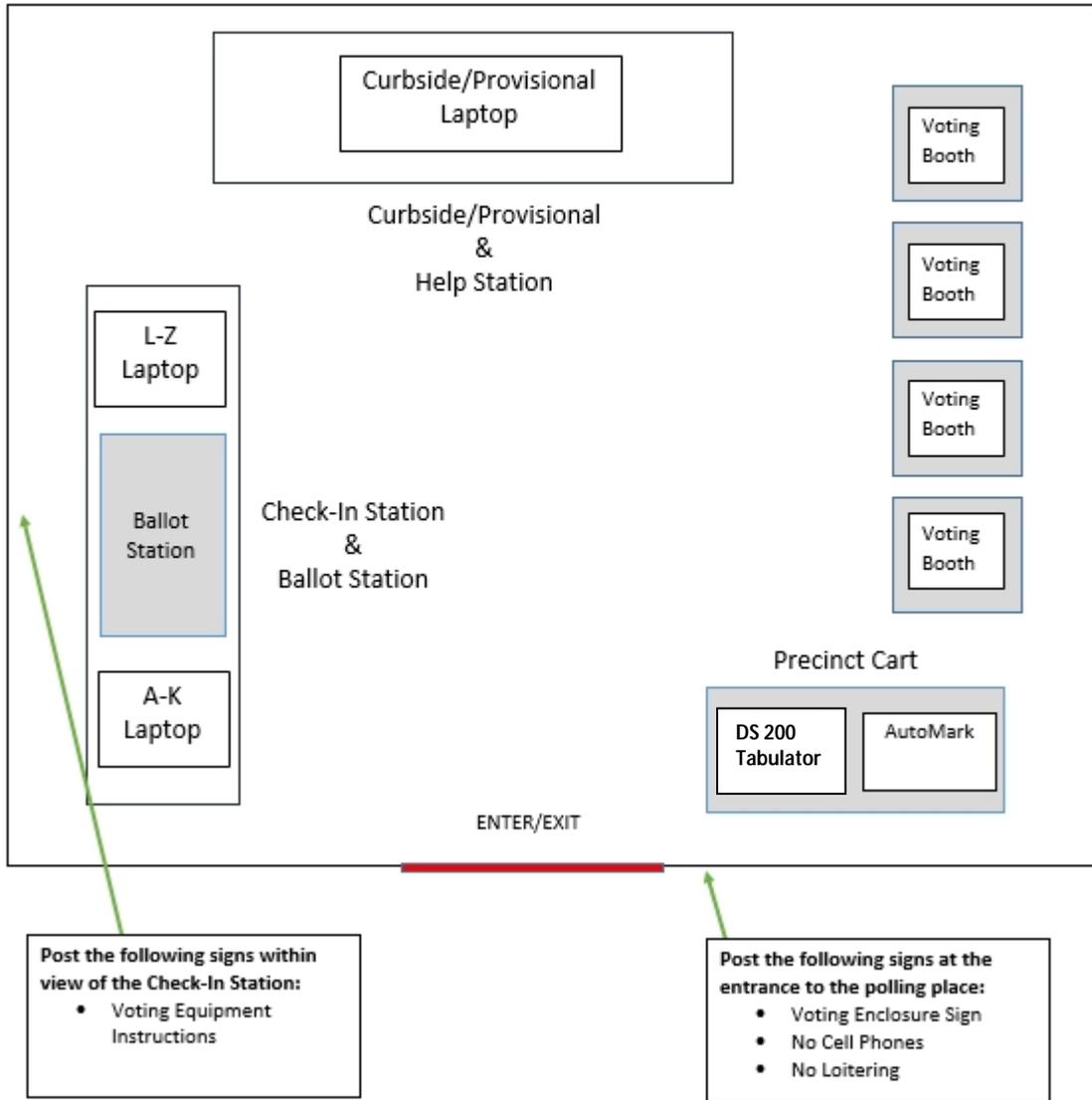


Large Wheel Ballot Bag



Small Wheel Laptop Bag

EXAMPLE LAYOUT- SMALL SIZE POLLING PLACE SET UP



BALLOT INFORMATION

BALLOT BASICS YOU MUST KNOW!!!

1. Return all ballot stubs.
2. Keep your ballots secure. Ballots should be kept on a table **behind** you. The table in front of you should have the Laptops, Printers and VBT Gun on it.
3. Never mark on an Election Day voter's ballot unless it is a Provisional Ballot.
4. Make sure you hand out the right ballot style. Take time to review instructions. The use of VBT GUNS is mandatory when more than one ballot style is available in a precinct. **ALERT US IMMEDIATELY IF YOU BELIEVE THAT A WRONG BALLOT STYLE HAS BEEN HANDED OUT.**
5. Use the arm's length rule when working near the DS200 tabulator. RESPECT PRIVACY AT ALL TIMES. AutoMark must be positioned for privacy.
6. Voted provisional ballots are to be stored inside the orange provisional ballot case, never out on a table or chair. **WATCH PROVISIONAL VOTERS.** Occasionally, provisional voters will wander over to the DS200 and just insert the ballot. THESE INCIDENTS NEED TO BE STOPPED!!!
7. Always remember the "everything in twos" rule. **Make sure another pair of eyes are present to witness your every important action.**
8. **Never let someone leave the voting place with an OFFICIAL ballot in their hand.** Please alert us if you have individuals taking stacks of SAMPLE ballots out of the Voting Location.
9. Ballots can be inserted into the scanner in any orientation.
10. Over voted ballots will display a visual prompt. Voter will be asked to "Review" or "Cast as Marked". Voters are allowed up to three ballots if they make a mistake(s).
11. There are no alerts for under votes.
12. Check emergency bin for ballots at the end of the day.
13. Make sure that AutoMark voters take their ballot to the tabulator, and are offered a secrecy sleeve. It will take a bit of a tug to get the marked ballot out of AutoMark.
14. Ballots must remain inside the DS200 Ballot Box. Alert the BOE office if you have any jams or issues. Never go into the ballot box to clear jams etc. without one official from each political party present.
15. All three judges must initial a barcoded seal and place the seal across the black ballot box door (**with barcode tamper evident seal**) before transporting to BOE.
16. Do not accept an absentee ballot from voters if they bring it to the precinct. They must bring them to our office at 1702 Live Oak Street, Suite 200, Beaufort before 5:00 PM.

DS200 & AUTOMARK

Set Up & Start of the DS200

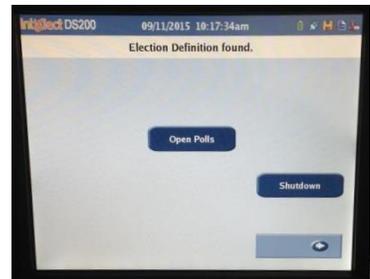
1. Check the ballot compartment and the emergency/auxiliary ballot bin to verify that the ballot compartments are empty.
2. Open the blue ballot box for the ballots to drop into as shown. Close and lock all doors.



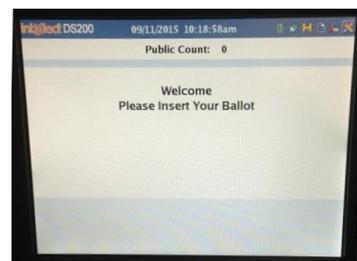
3. Record DS200 Seal Number, pull off and open the outer lid revealing the scanner.
4. Lift the LCD screen to power on the DS200. It will take approximately one minute for the scanner to load the election definition into its operating system. The scanner will display “OPEN POLLS” on the LCD screen.



5. Press “Open Polls”. The DS200 will begin to print the “Zero Tape”.
6. Review the Initial State Report and zero tape. Ensure the date and time are set correctly (this is the current date and time). Ensure the election information is correct (jurisdiction name, polling place, number of precincts, zero totals next to each candidate, etc.). If any information is incorrect, call the BOE IMMEDIATELY.



7. Roll up or fold the printout and secure it along the side of the tabulator. All three Judges must sign the Zero Tape.
8. You may receive a message saying “Diverter Not Found”. If this happens, simply press “continue”.
9. Scan ballots by inserting them into the ballot entry slot in any direction. The ballot count on the display increases whenever the scanner successfully scans a ballot.



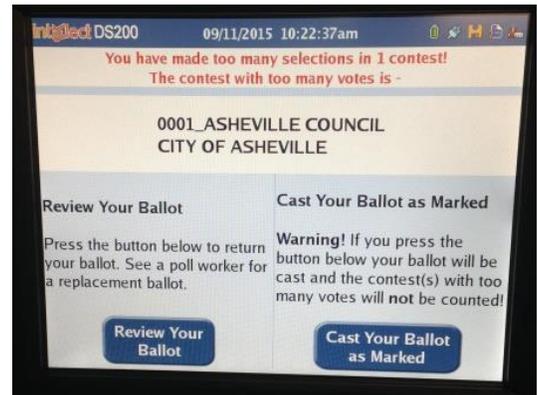
DS200 Scanner Messages

During Election Day, voters may encounter messages when processing their ballot. The following situations represent some common ballot exceptions that the voter may experience, and the poll worker may be called upon to provide assistance.

Over-Voted Ballots

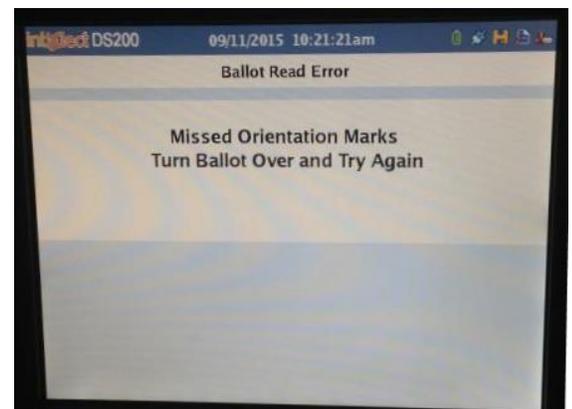
The DS200 precinct tabulator is coded to detect and notify the voter when it encounters an over-voted race or issue on the ballot. An over-vote is when more than the allowed number of selections in a race or issue has been marked.

- If ***the voter*** selects “Cast Your Ballot as Marked”, the ballot will be counted. The individual candidates or issue choices in an over-voted race will not receive any votes.
- If ***the voter*** selects “Review your ballot”, the ballot will be returned uncounted, and the voter may reinsert and accept the over-votes or have the ballot spoiled and receive a new one.
- **LET THE VOTER PRESS THE SELECTION BUTTON****



Missed Orientation Marks

Occasionally, a ballot may not read properly and you will receive the message “Missed Orientation marks”. Once the ballot is ejected, simply turn the ballot over and rescan.



Using the Emergency Ballot Bin DS200

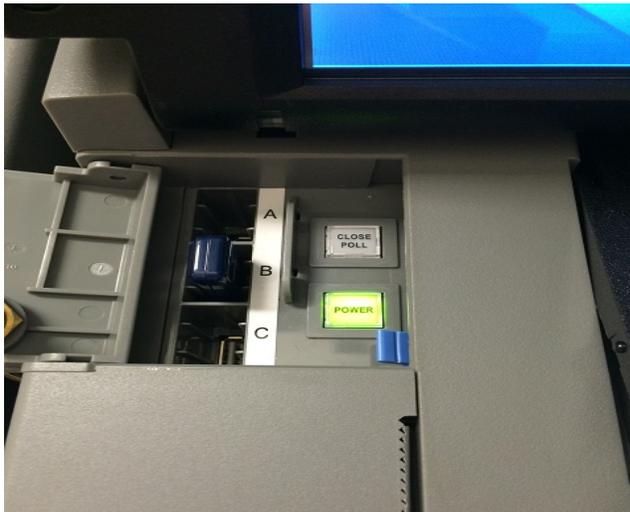
If the scanner no longer accepts ballots and the issue can't be resolved immediately, use the emergency bin until the scanner is repaired or replaced.

1. Notify the county board of elections immediately that the scanner is not accepting ballots.
2. Unlock and open the emergency storage bin door located just below the front of the scanner.
3. Fold down the **yellow** internal hinged panel.
4. Close the door and lock it in place.
5. Instruct voters to place their ballots through the bin's slot.
6. When scanner is operating again, wait for a convenient time to remove ballots. Preferably during the first lull in voter flow so your count is accurate. Ensure both parties are present before unlocking
7. Scan the ballots that were in the emergency bin as normal with a member of both parties present.
8. Close and lock the emergency bin. Make sure the internal hinged panel has been placed back so that ballots cannot be placed inside.



Changing the Paper in the DS200 Printer

1. Open the Access Panel
2. Open the printer door by pressing the blue tab located on the bottom right side of the access panel.
3. Make note of the orientation of the paper on the roll. Paper should come off the roll from the bottom.
4. Remove the old paper roll.
5. Making note of the orientation of the paper as it comes off the roll, (from the bottom of the roll) insert the new roll.
6. Pull approximately 1” of paper through the printer assembly. Ensure the paper is centered in the assembly.
7. Feed the paper between panel door and wall.
8. Close paper door into place.



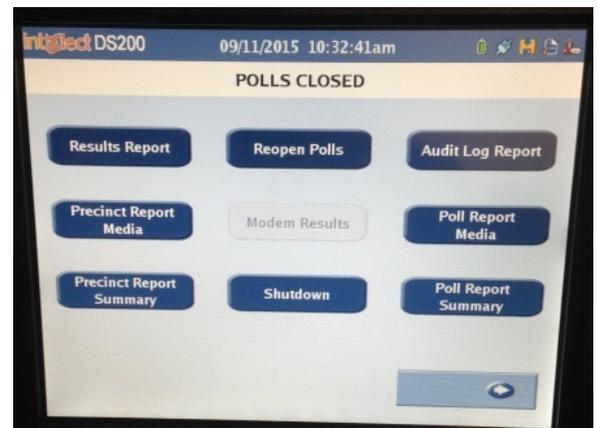
Closing the Polls DS200

1. Open the key access panel and press & hold the CLOSE POLL button until it turns red then let go.
2. The scanner will automatically print reports that may include a status report, a poll or precinct report, certification report, and/or an audit log report.
3. After printing the two results tapes, the screen will say "Polls Closed" and it then gives you an options menu.
4. Print one additional "Results Report" to send with the Runner.
5. Press "Shut down".



Removing the Flash Drive from the DS200 and Securing Ballots for Transport

1. Once Scanner is shut down and all power/lights are off, proceed to step 2.
2. Remove the Flash Drive by pulling it up and out of the USB port.
3. **Place Flash Drive, and third set of signed results tape in the Election Results Runner Bag for return trip to CBE office.**
4. Use tamper evident seal to seal ballot box door for return trip to BOE. All three judges initial the seal and record barcode number for paperwork.
5. Lock the top of the DS200 tabulator, then pull down the top of the ballot box and latch the lid. Lock the lid using the ballot box key.



AutoMark Set Up & Start

Set Up

1. Position the AutoMark/DS200 Cart at the pre-arranged location in the enclosure.
2. Ensure the mounted surge protector on the precinct cart is in the “on” position and is plugged into a wall outlet.
3. Loosen the two thumbscrews (under the front of the AutoMark) tray. Pull the AutoMark tray forward approximately 20 inches until it stops.
4. Undo the Velcro strap, for now. Tighten the two thumbscrews.
5. Move the lid latches towards the outer edge, to open the lid.
6. Lift the lid flap and rotate it back until it rests on top of the lid.
7. Lift the entire lid away from you into a vertical position. The touch screen monitor under the lid is now visible.
8. Lift the touch screen monitor towards you into a vertical position.
9. Close the lid, leaving the touch screen monitor in the upright position. The touch screen monitor is held in place by tension bearings, which allows it to remain in the upright position.
10. Reattach and secure the Velcro strap on the AutoMark. This will secure the AutoMark to the cart.
11. Adjust the angle of the touch screen monitor for viewing comfort.
12. Pull up on the ballot feed tray, then pull it towards you and lower it into position.
13. Plug the headphones into the appropriate “AUDIO” headphone jack in front of the terminal.

Start the AutoMark

1. Turn the mode switch key to the middle or ON position.
2. Once the “Insert Your Ballot” screen appears, remove the mode key and secure it in a safe place.

OPENING THE POLLS & ELECTION SUPPLY INVENTORY

Opening the Polls and Voting

Polls are open from 6:30 a.m. until 7:30 p.m. on Election Day. In extraordinary circumstances, the State Board of Elections may order the hours be extended.

- The Chief Judge announces promptly at 6:30 a.m. that the polls are open and states the hour at which they will close.
- State law requires that the Chief Judge, Judges and Assistants remain together (continuous presence) at the polling place from 6:00 a.m. until all the votes are counted. The purpose of this law is to prevent election fraud and to have the burden of work shared equally. Judges and Assistants may not leave for meals or to run errands. Should a worker need to leave for an emergency, notify the CBE.
- The Chief Judge should designate Officials for each station including assignments for curbside voting, Election Day precinct transfers and provisional voting. He/She encourages rotation of duties when necessary. It is unreasonable to ask someone to sit or stand all day.
- **A list of absentee voters is included with your laptop bags. Make sure you post these lists.**
- Voters must indicate their need for assistance in the voting booth. The communication from the voter can range from an oral request to an affirmative response (from a voter that cannot speak) to a question presented by any Election Official.
- All voters must leave the voting enclosure immediately after voting. Socializing should be done outside the enclosure.
- Election Officials should keep conversation to a minimum while voters are in voting booths. Officials should not engage in political discussion at any time. No radios, newspapers, laptops or televisions are allowed in the voting enclosure.
- Personal cell phone usage should be limited. If you must use it for necessity, move to an appropriate location.

Supplies and Inventory

Copies of this checklist will be located in your Red Binder. It can be used to inventory supplies received for Election Day as well as on Election night. If you are running low or missing any of the items on this list, please indicate which item(s) and return one form in your Red Binder at the end of Election Night so that we are able to replace those items for the next election. Your Rover will have extra forms available if you need them.



CARTERET BOE ELECTION SUPPLY PACKING LIST

Precinct _____



BLACK SUPPLY BAG

SMALL SUPPLY BOX

- Pens
- Scissors
- Rubber Bands
- Paper Clips
- Black Marker ____
- Highlighter (YELLOW ONLY)
- Voting Assistance Pin
- Sanitizing Wipes
- Binder Clips
- Three Prong Adapter
- Glue Stick
- Headphone Ear Cover Sets ____
- Extra Seals
- Zip Ties
- Name Badges ____
- Scotch Tape
- Repair Tags

STANDARD SUPPLIES

- Extension Cords ____
- Power Strips ____
- Red Chief Judge Vest
- Blue Judges' Vests (2)
- One Stop Election Official Aprons
- Reflective Curbside Safety Vest
- Bible
- Blank Paper & Envelopes
- Large Blank Envelope
- Spoiled Ballots Envelope
- Curbside Container Clipboard
- Blue Curbside Ballot Bag
- First Aid Kit
- Compressed Air
- Touch Screen Cleaning Kit
- Clipboard ____

- 14 inch ballot privacy sleeve
- 17 inch ballot privacy sleeve
- Measuring Tape
- AutoMark Headphones
- Pavement Marking Chalk
- Duct Tape
- Ruler
- "No Campaigning" Yellow Barricade Tape
- Masking Tape
- Clear Packing Tape
- Magnifying Glass
- Magnifying Sheet
- "I Voted" Stickers
- Blue "Ballots for Review" Bag

SIGNAGE

- A-K & L-Z Signs
- "No Loitering" Sign
- Voting Enclosure Sign
- "Please State Name" Signs
- Station Signs
- Directional Arrows
- "No Photo ID Needed" Sign
- "Honk for Curbside" with Phone Number Sign
- "Observers are not allowed to speak to voters" Sign
- "Insert Ballot" (Arrow) Sign
- "No Recording of Voted Ballot" allowed
- "In the event of an emergency" Sign
- Voting Hours
- "Wait Here"

ORANGE PROVISIONAL BAG

- Provisional Envelopes
- Provisional Voting Instruction Sheets
- Blank Provisional Applications
- Provisional Poll Book Log
- Provisional Voter Pin Labels
- "Provisional" Stamp
- Sticky Notes

YELLOW BAG

- Red Binder containing the "Runner Bag"
- Keys
- Cell Phone and Charger

LAST MINUTE ADDITIONS

- Barcode Scanners
- Black Binder(s) containing ATV Labels (Emergency Only)
- Video Monitor for Curbside Voting
- Emergency Use Blank ATV Forms
- Observer Name Badges and Observer List

BLUE ROLLING LAPTOP BAG

- Laptops
- Laptop Cords
- Mice
- Mouse Pads
- Absentee List
- Station Guides

BLUE ROLLING BALLOT BAG

- Official Ballots
- Sample Ballots

STATION RESPONSIBILITIES & SCENARIOS

Check-In/Ballot Station

Responsibilities

CHECK-IN/ BALLOT STATION

At the Check-In/Ballot Station, Election Officials verify that each person who presents themselves to vote is properly registered.

- Two Officials for OVRD check-in computers and printers.
- Blank computer paper
- Station Guides
- Cell phone (for voting calls only)

Check-In/Ballot Station Responsibilities

Using OVRD computer, Election Officials verify that each person who presents themselves to vote is properly registered. *(Officials at this station need to become familiar with the information provided on the computer screen.)*

Each voter should approach the Check-In Station and state their name and address. Do not request identification unless the OVRD PROGRAM indicates “ID Required.” The voter may write their information in lieu of speaking it.

1. **If ID is required, please follow the script on the NC Voting Site Station Guide.**
2. Have the voter sign the printed ATV form. **ALL VOTERS MUST SIGN THE ATV FORM in the required places.**

CHECK-IN SCENARIOS

- **If the voter is an Active Voter and their name and address are correct In OVRD:**
 - Follow instructions on the “OVRD Processing” handout for processing a regular voter.
 - If the voter is unaffiliated, and the election is a partisan primary, you will be asked by a pop up box which ballot choice (Rep, Dem, Lib, Una) the voter is going to select.
 - If the voter’s name does not appear in OVRD, the Election Official should ask the voter questions such as:
 - Could you have registered under another name?
 - Check the voter’s Date of Birth only to narrow results.
 - Is the name hyphenated? If so, check both names by typing in one name and then %. Then type the other name first and % if still not found.
 - If the voter’s name still cannot be located in OVRD, direct the voter to the Help Station.
- **If voter’s name appears In OVRD, but the words “verify registrant information” appears:**
 - Ask the voter if he/she still lives at the address on the registration list.
- **If voter’s name appears in OVRD, but the words “ID Required” pop up:** * This is because they did not provide their Driver’s License number or the last four digits of their Social Security Number during initial registration.
 - Ask the voter to show ID. ID can be:
 - A current and valid photo ID (NC Driver’s License), or
 - HAVA Documents that show the name and address of the voter: a current utility bill, bank statement, government check, paycheck, or other government document.
 - If the voter presents ID and is eligible to vote:
 - Click on the type of ID provided.
 - If the voter does not present ID direct the voter to the Help Station to obtain a provisional ballot.
- **Deceased Voter Notifications:**

If a voter asks that the name of a deceased relative be removed from the registration list, follow these procedures:

 - Determine whether or not the voter is a near relative of the deceased. Near relatives are: spouse, parent, child, grandparent, grandchild, brother or sister.
 - Give the form to the near relative to sign. (Form is found in your Red Binder.)
 - **Place the completed deceased voter form in the Red Binder for return election night.**

ISSUING BALLOTS

The Check-In/Ballot Station also issues the ballots to eligible voters. This station should have:

- Secured ballot staging table
- VBT gun(s)
- Ballots
- Privacy sleeves for ballots

Ballot Station Responsibilities

The Ballot Station issues ballots to eligible voters. The voter verifies and signs their Authorization-To-Vote form (ATV form) after their registration is verified at Check-In. **The Election Official will verify the barcode on the ATV form with the barcode on the appropriate paper ballot using the VBT Gun.**

If your precinct has more than one ballot style, you **must use the VBT gun provided to ensure the proper ballot has been issued.**

The Election Official must sequentially number each ATV form starting with “1, 2, 3, and so on...” into the appropriate laptop pile. This task assigns the poll book number to each ATV per laptop.

Spoiled Ballots:

A spoiled ballot refers to a paper ballot on which the voter made an error. If a voter makes a mistake on their ballot, they may return it to an election official and request a new ballot. They are entitled to return up **to three** spoiled ballots on Election Day. When a spoiled ballot is returned, an election official should:

1. Write “spoiled” on the ballot.
2. Record the spoiled ballot on the Spoiled Ballot Log.
3. Place the spoiled ballot in the “Spoiled Ballots Envelope”.
4. Issue the voter a new ballot. Make sure that the new ballot is the same ballot style as the previous ballot.

If voter is continuing to make mistakes, offer the AutoMark or assistance from an allowable person of their choosing, to assist them. (Refer to the section: ACCESS TO THE VOTING ENCLOSURE WHO CAN ASSIST)

BALLOT STATION SCENARIOS

1. Receive a signed ATV form from a voter.
2. Verify that it is completed, signed and initialed.
3. Check the last ATV in your stack to determine which poll book number is the next sequential number and write it to the space provided on the ATV form.
4. Check which ballot style to give the voter.
5. Issue the voter the ballot that matches their ballot style.
 - a. Use the VBT gun (scan barcode on both ballot and ATV) to verify the ballot matches the voter's ballot style.
6. Keep each laptops ATV's together as instructed by the CBE. Do not co-mingle the ATV's stacks. It is helpful to place ATV's face up so that you can easily see which poll book number comes next.
7. In partisan elections, the observers may inspect ATV forms throughout the day in order to create a list of people who have voted so far that day. At minimum, they may inspect the ATV piles at 10:00 a.m., 2:00 p.m. and 4:00 p.m.
8. Strict control must be maintained in regard to the ATV piles. **The ATV's must always stay within sight of the Chief Judge.** The Chief Judge must ensure the safe handling and return of the ATV's to the CBE office on Election night. Completed ATV's should always be bundled, remain separated per laptop, and the last ATV signed by all three judges. Place them in the Yellow Bag for election night return.

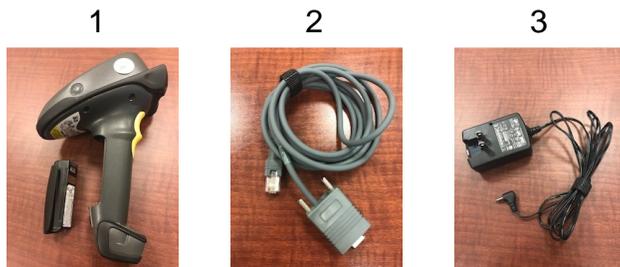
Help Station- Curbside/Provisional

The HelpStation (Provisional/Curbside Ballots). This station should have:

- At least one Election Official (Two workers may be needed for larger precincts now that registration/check in will be a faster process)
- Secured ballot staging table
- VBT gun(s)
- Ballots
- Orange Provisional Ballot Bag
- Curbside Ballot Bag
- Station Guide
- Privacy sleeve
- Provisional voter table

Provide ballot to Provisional voter ONLY after verifying the provisional envelope is filled out completely. Ensure voter seals their ballot in the envelope after voting. Have voter place their ballot in the orange provisional ballot bag.

Verified Ballot Transaction (VBT) Scanner Instruction Guide



Components:

1. Handheld Scanner and Battery
2. Data Cable
3. Power Supply Cord

To maintain a charged battery on the scanner, both of the supplied cables must be used. The data cable is plugged into the handle of the device. Insert the battery into the handle of the scanner.

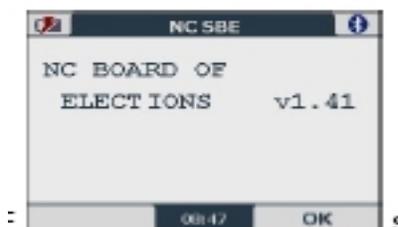
The power cable is plugged into the opposite end of the data cable and connected to the AC cable which is plugged into the wall outlet. The unit will light up and beep when a connection to power is made.

NOTE: Do not plug this into the computer and do not leave the battery in unless the unit is plugged into the wall.

To use the Scanner:

PREPARING THE SCANNER

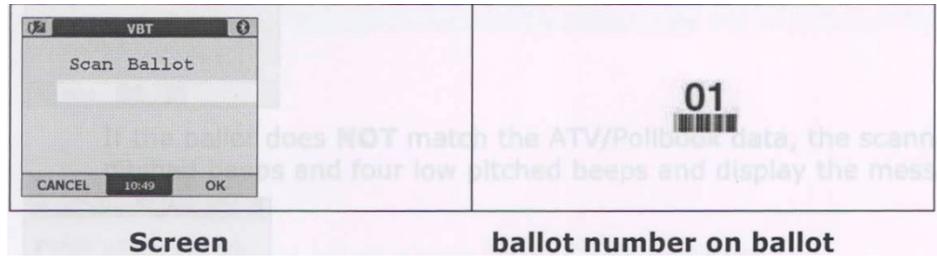
1. Click the scanner's trigger to activate.
2. The MT2000 screen will appear on the window display.
3. The scanner will beep and fade. Squeeze the scanner's trigger again.
TIP- If at any time the screen fades out, just squeeze the trigger.
4. The Home screen will display.
5. Use the up and down arrow button to select # 3 -MCL then press the "ENT" button in the lower right corner of the keypad.
6. The MCL client will load on the scanner.
7. The NC Board of Elections screen will appear on the window display. Press the button that says CTRL (it is located underneath the bottom right of the screen)



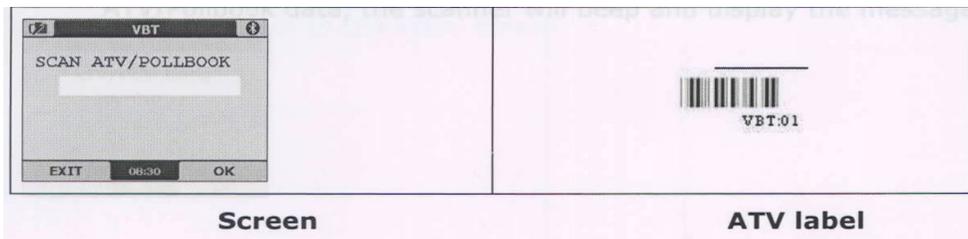
8. # 1-V... should already be highlighted in blue. Press the CTRL button.

You are now ready to begin scanning.

9. Scan the barcode data from the ballot that has been selected for the voter. When the scanner recognizes the barcode, it will emit an audible “beep”.



9. Scan the voter's barcode data from the ATV/Pollbook. When the scanner recognizes the barcode, it will emit an audible “beep” and display the next step.



INCORRECT SCANNING

1. If you incorrectly scan a barcode the scanner will beep loudly three times. To clear and go back to scanning, press the CTRL button for “OK”. This will take you back to the SCAN BALLOT screen.

**ACCESS TO THE VOTING
ENCLOSURE
&
WHO CAN ASSIST**

Access to the Voting Enclosure

In addition to election Judges, Assistants, and voters in the act of voting, specific individuals are allowed inside the voting enclosure while the polls are open. These individuals must not disrupt or interfere in the election process.

County Elections Employees

Election employees are allowed inside the polling place. These individuals may check or repair equipment, assist election Judges as needed, and observe polling place procedures.

Rovers

These individuals may be present to check or repair equipment and assist election Judges as needed.

Observers/Party Runners

The chair of each political party may appoint two observers to be present in each polling place. They may also appoint 10 at-large observers who may attend any precinct in the county. Unaffiliated candidates may also appoint two observers to be present in each polling place in which their name appears on the ballot. Candidates may not serve as observers. Runners may be present to receive a voter list.

Voter Assistance

People authorized to assist a voter may be present while in the process of providing assistance.

Voter Challengers

Voters entitled to challenge other voters may be present in the voting enclosure while entering or explaining a challenge. The challenger must leave the voting enclosure as soon as the challenge is entered.

Law Enforcement Officials

These individuals may accompany election Judges or Assistants who are transporting ballots or voting supplies. They may also be called by a Chief Judge or Judge to maintain order.

Media

Members of the news media (reporters and photographers) are allowed to enter polling places to take panoramic photographs or videos of the voting place, but are not permitted to record identifiable voters in the process of voting. Members of the media must identify themselves to the Chief Judge upon entering the polling place.

Media at the Precincts

NC General Statute 163.166.4 limits activity with the electioneering buffer zone that may “hinder access, harass others...” These 50 foot buffer zones are set off at polling locations and one-stop voting locations and apply to the media.

NC G.S. 163-166.3 limits media access in the voting enclosure as follows:

- Photographing Voters Prohibited – No person shall photograph, videotape, or otherwise record the image of any voter within the voting enclosure, except with the permission of both the voter and the chief judge of the precinct. If the voter is a candidate, only the permission of the voter is required. This subsection shall also apply to one-stop sites under G.S. 163-227.2. This subsection does not apply to cameras used as a regular part of the security of the facility that is a voting place or one-stop site.

Media Guidelines for Polling Places

- Members of the media have a First Amendment right to report on matters of public interest, including elections.
- Members of the media, if they enter the buffer zone or voting enclosure, should identify themselves to the Chief Judge.
- Members of the media must conduct media polls and interviews outside the buffer zone.
- Precinct Officials may state to the media the number of persons who have voted, but no opinions should be given as to the effect of such voting numbers.
- With the cooperation of election officials, members of the media may take a panoramic photograph or video of the voting place but are not permitted to use a zoom lens that could show the individual voter in the process of voting.
- Members of the media should be positioned so that they will not interfere, obstruct, or disrupt the voting process. They are not allowed inside the enclosure unless they are there to vote or otherwise invited in by election officials. After the polls close the media and public are allowed inside the enclosure, but may not hinder the operations of the election officials.
- Members of the media should be treated with respect.
- Election officials are to report problems with media personnel to the Board of Elections office.

If issues arise at precincts, we encourage the media to share their concerns with the precinct Chief Judge. If concerns persist, the media should contact the Board of Elections office.

Electioneering & Voter Assistance

What is Electioneering?

Any person or group seeking to influence voters by:

- ❑ Distributing campaign information by hand or voice
- ❑ Displaying campaign signs
- ❑ Wearing campaign T-shirts, hats, pins, buttons while loitering or congregating

Enforcement:

Between 6:30 a.m. and 7:30 p.m., Election Officials should enforce the electioneering buffer zone by:

- ❑ Keeping the buffer free of campaigners and campaign signs.
- ❑ Clearing voting area of campaign info left behind by voters.
- ❑ Providing a trash can in the voting enclosure in which voters may discard campaign items if they choose to.
- ❑ Refraining from wearing clothing, pins, etc. that display a preference for a candidate or political party.

The following are **not** considered examples of electioneering when worn or carried while in line to vote or while in the act of voting:

- ❑ Campaign hats
- ❑ Campaign pins
- ❑ Campaign T-shirts
- ❑ Campaign literature

Who May Assist a Voter?

A voter may receive assistance from any person of their choice, except an employer or union agent. They may ask one of the precinct election officials to assist as well.

CURBSIDE BALLOTS PROVISIONAL BALLOTS & CHALLENGES

Curbside Voting

Voters who cannot enter the voting place because of age or physical disability may vote curbside anytime that the polls are open. The Chief Judge should designate an election Official to monitor the curbside voting area.

When curbside assistance is needed, the Official shall go to the car and complete the curbside log. Bring this information to the Help Desk.

If the voter's name and address are verified in OVRD:

1. The Curbside Official will verify the voter's eligibility by searching, finding and selecting the Voter in OVRD. After the Vote button has been pressed, the Official will select "curbside" then "save". (**BE SURE** to select "curbside"). An ATV will then be printed with all information completed including the curbside section.
2. The curbside Official takes the curbside voter's ATV form to the Ballot Station to get a ballot for the voter. The Ballot will be placed in a privacy sleeve.
3. The curbside Official will then take both the ATV and privacy sleeve containing the Ballot to the curbside Voter. The curbside Official should administer the oath to the voter and have the Voter complete and sign the ATV. Then give the Ballot in privacy sleeve to Voter for him/her to complete. Remember to give the voter privacy while he/she is voting.
4. After the Ballot is marked, have the Voter re-insert the Ballot in the privacy sleeve. **Make sure the voter remains parked in the curbside area until the curbside Official returns.** The curbside Official will then return to the voting enclosure, announces that he/she is placing a curbside Ballot in the tabulator and slides the Ballot from the privacy sleeve into the DS200. Always keep the Voter's Ballot secret. Return to voter with an "I Voted" sticker and let them know their ballot was accepted.

If the voter's name and address are not verified in OVRD:

1. The Curbside Official takes a voter registration form to the voter and offers them the opportunity to vote a Provisional Ballot. If accepted, proceed to step 2.
2. The official then returns to the Help Station to process the Provisional Application.
3. The curbside Official takes the Provisional Application, ballot and envelope to the curbside Voter. Instruct the Voter to complete the application, mark the ballot, insert the ballot into the envelope and seal closed. Give the Voter privacy while he/she is voting.
4. The curbside Official returns to the voting enclosure and places the sealed provisional Ballot envelope in the secured Orange Ballot Bag located at the Help Station.

Provisional Ballots

What Is a Provisional Ballot?

Election Officials should not turn away a voter who wishes to vote a provisional ballot. A voter may request a provisional ballot for any reason. If a voter requests a provisional ballot, he/she should be given one. In this sense, then, the answer to the question “Who may vote a provisional ballot?” is “Anyone.”

The provisional ballot of every eligible voter will be counted in all races for which the voter was entitled to vote.

NOTE:

Try to Find the Voter’s Information

The first duty of the Election Official is to try to find the voter’s registration information among the records available at the precinct. Is it listed under a slightly different spelling? Have you checked only the voter’s date of birth? Has the voter had a name change? If the voter’s information cannot be quickly found through this kind of effort, contact the CBE to try to find the registration information before issuing a provisional ballot.

Whenever a voter is offered a provisional ballot, the election official issuing it will now mark the word “PROVISIONAL” in writing or by using the stamp provided on the upper right corner of the ballot.

Who’s Provisional Ballot Will Count?

There are eight categories of provisional voters whose provisional ballots may count in the election vote totals:

1. Registered Voters who moved to a new precinct within the county more than 30 days ago and did not report that move to the CBE (“unreported move voters”).
2. Voters who are registered but do not appear on the precinct records (“unrecorded voters”).
3. Voters who were previously removed as part of list maintenance or “purge” but claim continuous residence and right to vote (“previously removed voters”).
4. Voters who may be assigned to the wrong election district in a particular race (“jurisdictional dispute voters”).
5. Voters whose party affiliation has been incorrectly assigned in an administrative error (“incorrect party voters”).
6. Voters who appear after 7:30 p.m. and vote by virtue of a court or State Board order keeping the polls open (“extended hours voters”).
7. ID Not Provided by Voter but given to CBE in a timely fashion

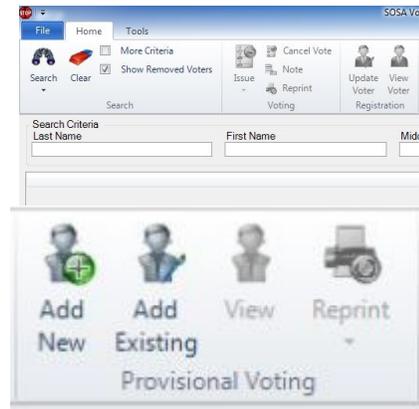
8. A voter who is voting out of precinct may have their ballot counted for the races they are eligible for based on their home precinct.

At the close of the elections, the Election Official must take the following steps:

1. Reconcile the number of Provisional Ballot Envelopes
 - a. Print two copies of the Provisional Poll Book from the Help Station laptop.
 - b. Count the number of sealed, unused and spoiled Provisional ballots and envelopes.
 - c. Make sure the number of sealed envelopes equals the number of entries on the Provisional Poll Book.
 - d. Include the number of sealed Provisional envelopes on your accounting form.
2. Have the Chief Judge and both Judges sign both Provisional Poll Book reports. Place one copy in the Red Binder with other important documents from the day.
3. Place all executed Provisional Ballot Envelopes in the Orange Provisional Bag. Place the second copy of the signed Provisional Poll Book in the bag with the envelopes. Replace the seal and record the barcode number on your chain of custody.

The Provisional Voting Process

1. Searching for voter using the Home Screen.
2. If the voter is not located, call the BOE to confirm "Add New".
3. If voter is found, determine from the following why they are casting a provisional ballot:
 - a. ID Not Provided
 - b. Incorrect Party (partisan elections only)
 - c. Jurisdictional Dispute
 - d. Previously Removed
 - e. Unrecognized Address (Geocode issue)
 - f. Voter Already Voted



choose reasons

4. Highlight voter in the and
5. The Provisional Data Entry
6. When all data has been corrected and verified, 'Next'.

Code	County	Name
SCT	01	BALLS CREEK
SOB	20	CONGRESSIONAL DISTRICT 10
SOB	21B	21B CONGRESS
SOB	21C	21C CONGRESS
SOB	21D	21D CONGRESS
SOB	21E	21E CONGRESS
SOB	21F	21F CONGRESS
SOB	21G	21G CONGRESS
SOB	21H	21H CONGRESS
SOB	21I	21I CONGRESS
SOB	21J	21J CONGRESS
SOB	21K	21K CONGRESS
SOB	21L	21L CONGRESS
SOB	21M	21M CONGRESS
SOB	21N	21N CONGRESS
SOB	21O	21O CONGRESS
SOB	21P	21P CONGRESS
SOB	21Q	21Q CONGRESS
SOB	21R	21R CONGRESS
SOB	21S	21S CONGRESS
SOB	21T	21T CONGRESS
SOB	21U	21U CONGRESS
SOB	21V	21V CONGRESS
SOB	21W	21W CONGRESS
SOB	21X	21X CONGRESS
SOB	21Y	21Y CONGRESS
SOB	21Z	21Z CONGRESS

click down

7. Select a Provisional Voting
8. Select the appropriate

'Ballot Style Issued' from the drop-down.

9. Click 'Review'

10. The Provisional Voting Application form will print to the default printer.

11. Review with voter. If corrections are needed, discard printed application and select Previous to enter correct info and "review" again. If everything is correct, have voter sign application.

12. Click 'Vote' to complete the Provisional process. The Provisional Voter Instruction sheet will print.

13. **ONCE "VOTE" HAS BEEN CLICKED, A PROVISIONAL VOTE CANNOT BE CANCELLED**

14. Worker completes the Provisional Ballot Envelope "Poll Workers Complete" section using information from printed provisional application. Worker must initial envelope in space provided on envelope.

The screenshot shows a web-based form with two main sections: 'Provisional Voter Registration Information' and 'Provisional Voting Information'. The registration section includes fields for Full Name (MINNIE MOUSE), US Citizen? (No), Birth Date (06/25/1958), Age (57), VRN, Residential Address (4151 KUDZU DR, NEWTON NC 28655), Residential County, and a question about living here for 30 days (Yes). The voting section includes Election Date (10/06/2015), Poll Book Number (REC-106-3), PIN (AW62-106-3), Location Voted (REC), Assigned Precinct, Provisional Voting Reason (NO RECORD OF REGISTRATION), Party Voted (DEM), Ballot Style Issued (D001), and Default Ballot Style (NO BALLOT). A 'Jurisdiction List' table is also present, listing various jurisdictions like BALLO CREEK, CONGRESSIONAL DISTRICT 10, etc. At the bottom, there are buttons for 'Previous', 'Vote', and 'Cancel Vote'.

15. Place application in the clear sleeve, facing outward so it is readable. Seal sleeve shut using the self-adhesive strip.

16. Give voter basic ballot marking instructions for marking their ballot and sealing it inside the envelope when they are done. Instruct them to return completed ballot in sealed envelope to worker.

17. Have voter cast their ballot using the designated Provisional Voting table located near the Provisional Desk.

18. When returned, have the voter place the Provisional Envelope in the orange provisional bag.

The screenshot shows a 'PROVISIONAL' ballot marking instructions sheet. It features a header with 'PROVISIONAL' in large red letters and 'R002' next to a barcode. Below the header, there are 'BALLOT MARKING INSTRUCTIONS' which state: 'provided or a black ballpoint pen, completely fill in the oval'. An illustration shows a hand using a pen to fill in an oval on a ballot.

Challenges

Challenging Someone's Right to Vote

To make a challenge on Election Day, a challenger must be a registered voter of the county. A challenge may be made anytime that the polls are open. Contact the CBE if a voter is challenged.

Challenge Checklist

1. Is the challenger a registered voter of the county? If not, the challenger does not have standing to make a challenge.
2. If the challenger has standing to make the challenge, the challenger will fill out the Notice of Challenge Form, located on the front of the Challenge Envelope. After making the challenge, the challenger must leave the voting enclosure.
3. The Chief Judge signs and dates the Notice of Challenge Form.
4. The Chief Judge and Judges will hold a hearing as soon as possible, before the polls close. The Judges decide, by majority vote, whether the challenged person is a qualified voter.

Hearing Process

1. Begin the hearing by explaining the qualifications for registering and voting to the challenged voter.
2. Question the challenged voter regarding qualifications.
3. Witnesses other than the challenged voter may be heard once placed under oath by the Chief Judge.
4. The Chief Judge administers the Sworn Voter Oath to the challenged voter.
 - a. If the Judges find that the person is a legal voter and the challenged voter takes the oath, the challenge should be overruled and the person permitted to vote.
 1. The Judges write the word "sworn" in the notes section of the challenged voter's OVRD screen and ATV Form.
 2. The voter is permitted to vote.
 - b. If the challenged voter refuses to take the oath, the challenge should be sustained.
 1. The Judges write "challenge sustained" in the notes section of the challenged voter's OVRD screen to indicate a sustained challenge.
 2. The voter may vote a challenged ballot once they complete the Application for Challenged Ballot and affidavit on the back of the challenge envelope.
 3. The Judges write voter's name and the next sequential challenged ballot number if more than one challenge. Judges also write the challenged ballot number on the ballot, challenge envelope, and ATV label.
 4. The challenged voter shall mark the ballot privately, but in the presence of the Chief Judge, seal the challenged ballot in the Challenge Envelope, and deliver the sealed envelope to the Chief Judge.
 5. The Chief Judge shall store all sealed Challenge Envelopes in a security container (such as the Ballots for Review Bag) which he/she shall seal immediately after the polls close. Please notify the Board of Elections office if you receive a Challenge.

CLOSING THE POLLS

CHECKLIST FOR PRECINCT CLOSING

- Chief Judge announces “Polls are closed”. The Judge and Judges sign the ATV Notebooks. Have an Assistant remind party workers to clean up all signs/handouts.
- Close the Polls on the DS200 (See AutoMark and DS200 section.)
 - **Send** an Assistant to the CBE with the encrypted flash drive from the DS200.
 - **Post** the results for observers at the polling place.
- **All three Judges are to complete the Election Accounting Paperwork.**
- Collect all supplies for return to the BLACK SUPPLY bag and store as received with DS200 cart and equipment.
- Follow the “End of Day Packing” section form and seal each container for return to the Elections Office.
- The voting location should be returned to how you found it. **REMEMBER** that we need to use it for the next election. Check that the water is not running, all election materials are removed, furnishings are returned to their proper place, and all lights are off. Lock the polling place when finished.

OVRD:

**ON-SITE VOTER
REGISTRATION DATABASE**

OVRD EMERGENCY MENU
FIRST CALL THE BOARD OF ELECTIONS
(252) 728-8460

1. Don't panic....grab the phone and call the Board of Elections Office.
2. We will attempt to fix the issue over the phone with you.
3. If we CANNOT, we will then come out to your precinct and fix the problem onsite.
4. During this time YOU MUST log all voter transactions in the OVRD Emergency Log (OEL)
5. BE SURE TO ENTER ALL THE DATA INTO THE LOG.

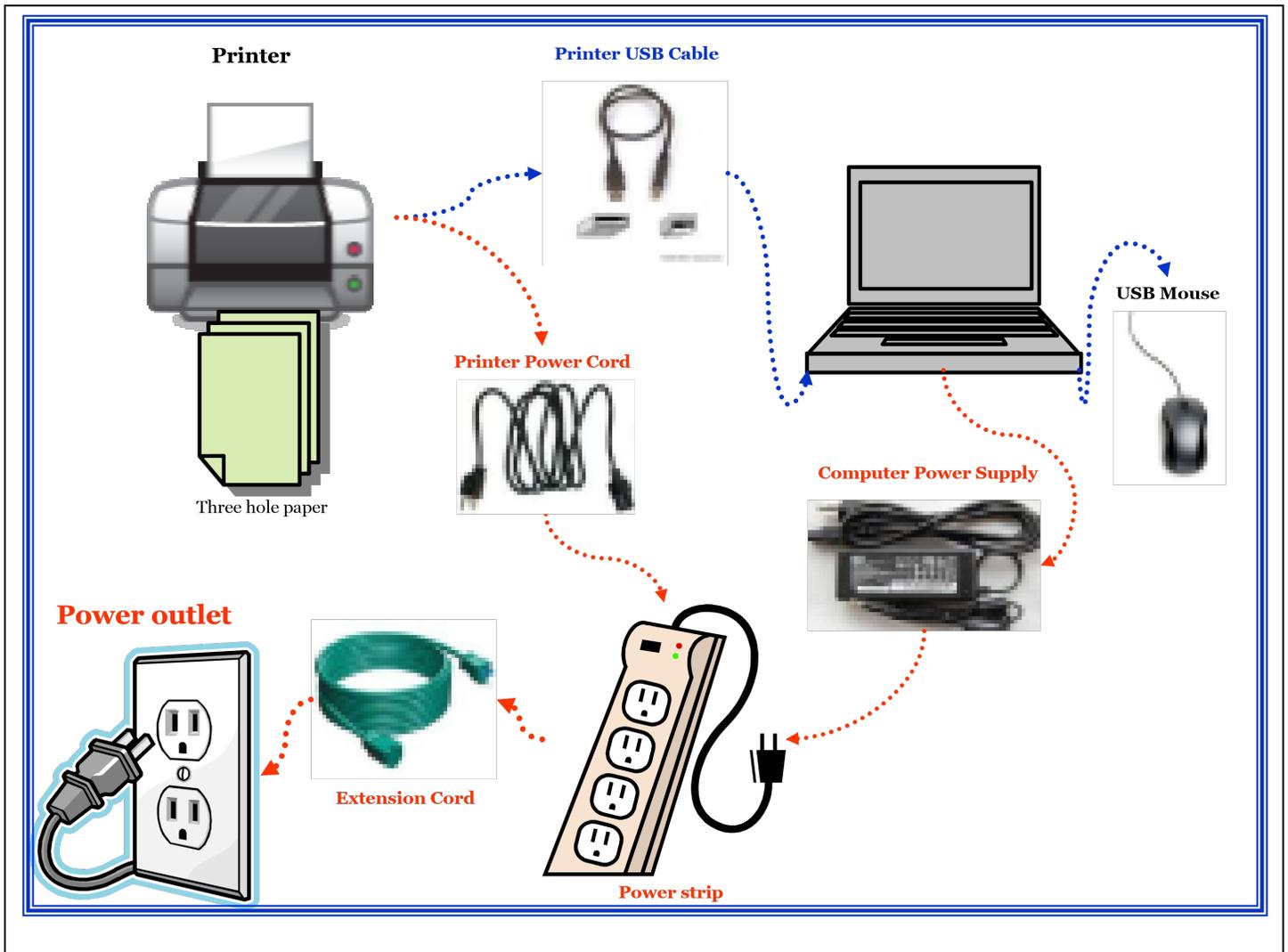
THE PRINTER STOPS WORKING ONLY:

1. Continue to lookup voters on the laptop and vote them using the OVRD procedures.
2. Since no ATV (Authorization To Vote) form is being printed, you must manually complete the ATV using the information on the OVRD screen (VRN, Name, Address and Ballot style)
3. LOG all necessary information on the OVRD Emergency Log (OEL) sheet.
4. Voter must sign the ATV and will vote as normal.
5. When BOE arrives we will fix the printer and then print ATVs for all the names on the OEL.
6. These printed ATVs will be placed with the manually completed ones in the poll book.

THE LAPTOP STOPS WORKING:

1. Get the cell phone and call the Board of Elections at (252) 728-8460.
2. As voters come up to the table you will verify their information with the BOE person on the phone.
3. The BOE will report back to you their name and address, enter this information on the OEL sheet. Be sure to record their name, current address and DOB.
4. The BOE will report back to you their VRN and ballot style. Record this information on the OEL.
5. Hand write the ATV for the voter with VRN, Name, Address and ballot style.
6. Voter signs ATV and votes as normal.
7. When BOE arrives we will fix the laptop and then print ATVs for all names on the OEL.
8. These printed ATVs will be placed with the manually completed ones in the poll book.

LAPTOP, PRINTER AND CARD CONNECTION



SOSA/OVRD Login Information

Novell ZENworks Full Disk Encryption Computer Login

Username – **CCBOE**

Password – **C@rteret**

Training Login

Username- **cbeadmin**

Password- **Password8**

Election Day SOSA/OVRD Login

User ID – Is the first initial of your first name and complete last name (all in lower case)
Example: **slewis**

Password – **Password8**

Verification of Laptop Settings

- Turn on Laptop and Printer
- Log in to SOSA/OVRD
- Verify the Date of the Election
- Verify the Precinct
- Verify the Election Site
- Verify the Alphabet Range (one laptop A-K, one L-Z and the Helpdesk Laptop is A-Z)
- Verify the date and time on the laptop (Bottom right hand corner)

If you have any problems or the above information is incorrect, call the BOE office for assistance at
(252) 728-8460.

- Complete a test print in SOSA/OVRD

END OF DAY PACKING

WHERE DOES EVERYTHING GO SO THAT THE BOARD OF ELECTIONS CAN FIND IT THE NEXT DAY?

Yellow Forms Return Bag



- Red Binder with any signed and completed forms
- Completed "Authorization to Vote" forms (ATV's)
- Blue Ballots for Review Bag
- Orange Provisional Bag containing voted Provisional Ballots and Provisional Pollbook
- Cell phone
- Spoiled Ballots Folder
- Keys

Black Rolling Supply Bag



- All other precinct supplies
- ATV Label Binder (Backup)
- Yellow Forms Return Bag (including contents ↑)

Blue Ballot Bag



- Unused Ballots and Ballot Stubs
- Unused Sample Ballots



Blue Rolling Laptop Bag

- Laptops
- Laptop Cords
- Mice/Mouse Pads
- Station Guides

Other items mentioned and what they look like....

Orange Provisional Bag



Blue Ballots for Review Bag



Station Guide



Red Binder



Spoiled Ballot Bag



ATV Label Binder



WHAT ABOUT PACKING THE PRECINCT CART?

We recommend that you also take a photo or photos of your precinct cart before you start to unpack it at your polling site. The photo(s) will help you remember where everything can be placed back on the cart at the end of the night.

