

Poll Worker Training Series

INSPECTORS & CHAIR PERSONS



www.nassauvotes.com

Instructions Outline

- Responsibilities
- Supplies & set up
- Opening the Polls
- DS200
- AutoMARK BMD
- Ballots
- Voting Procedures
- Affidavits
- Court Orders
- Countywide Street List

Instructions (*con't*)

- Emergency Breakdowns
- Absentee Ballots/Voters
- AutoMARK Voters
- 'Fled' Voters
- Poll Watchers & the Media
- Voting Reports (Return of Canvass)
- Opening & Closing of DS200
- Seals
- Closing the Polls

Chairs – Picking Up Suitcases

- Dashboard Card



PLEASE DISPLAY THIS CARD ON YOUR DASHBOARD
BRING THIS CARD WITH YOU WHEN YOU COME TO THE B.O.E. TO PICKUP YOUR SUITCASE.

*Please complete the following information **before** you arrive to pickup suitcase.*

Name: _____ Phone: _____
Address: _____
Signature: _____

Friday, Nov. 2nd 4pm – 7pm
Saturday, Nov. 3rd 9am – 5pm
Sunday, Nov. 4th 9am – 5pm

RESPONSIBILITIES

Responsibilities



- Responsibilities of the Chairperson
 - Pick up the supplies
 - Check the supplies
 - Open the polls
 - Set up the polling place
 - Open the DS200 voting machine
 - Checks & records voting machine seals

- Responsibilities - continued

- Supervises the voting
- Completes voting reports
- Monitors Voter Assistance, Poll Watchers & the Media
- Contacts BOE if missing Inspectors
- Closes the voting machines
- Completes the payroll & close the polls
- Returns the supplies and Red Data Bag to the police precinct.



Supplies



*Please bring a scissor,
ruler & marker*

CHECK BEFORE ELECTION DAY FOR:

- ✓ Affidavits
- ✓ Polling Signs & Poll Books
- ✓ Opening & Closing Handbook
- ✓ Pens, tape
- ✓ Privacy Sleeves
- ✓ Phone Card
- ✓ Payroll
- ✓ Reference Guide for Inspectors
- ✓ Street List & Map
- ✓ **Orange** Affidavit Bag
- ✓ **Blue** Spoiled Bag
- ✓ **Green** Un-scanned Ballot Bag
- ✓ **Red** Data Bag with seals, keys, & Election Code
- ✓ SPOILED stamp
- ✓ Return of Canvass

Chair Person's Supplies



- **Items included:**
 - Poll ledger books with voters eligible to vote in the Election
 - Red Data Bag, which contains:
 - Machine keys – possibly AutoMARK key
 - Election Code
 - Seals
 - Return of Canvass

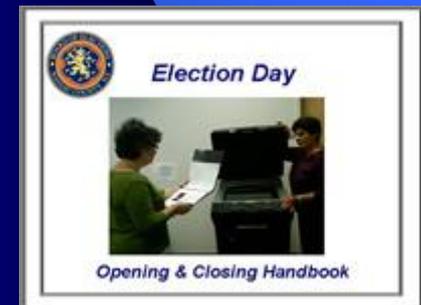
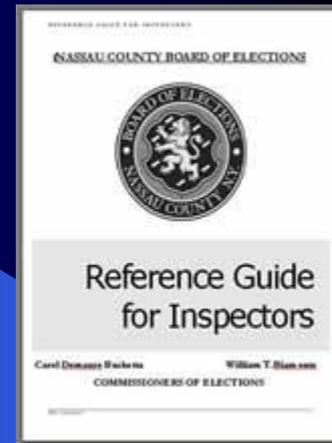


DO NOT BREAK SEAL ON RED DATA BAG
until Election Day

Chair Person Supplies (con't)

Inspector's Reference Guide

- Payroll • Oath of Office
- Return of Canvass
- Opening & Closing Handbook
- Inspector Remarks
- Challenge Report
- Polling Place and Distance
Marker signs



Items included - continued

- Board of Elections telephone numbers Yellow Card.
- Affidavit envelopes in English (white with red print) and Spanish (blue print)
- Privacy Sleeves
- Self-inking “SPOILED” stamp
- Orange Affidavit Ballots bag - sealed
- Blue Spoiled Ballots bag - sealed
- Green Un-scanned Ballots bag - sealed
- Display Ballots (Yellow)
- 2 Maps and a list of all streets in your ED
- Voter’s Bill of Rights Sign • Spanish Translator material if required.



Chairs/Inspectors Set Up the following:

- **Polling Place Sign (Orange)**
 - Place on entry door clearly visible from the street.
- **No Electioneering Sign (White)**
 - Place distance marker sign 100 feet from entrance.
- **Voter's Bill of Rights Sign (Yellow)**
 - Place in visible, prominent location.

- **Poll Ledger Books**

 - Get voter ledger books ready.

- **Double Voting**

 - Instruct voters to choose 1-party line in marking ballot

- **Sign Documents (Poll Coordinators & Translators may be on your payroll and must sign, also.)**

 - Payroll (Chair signs twice) • Organization of the Board • Oath of Office

Make sure your vote counts
Look for the number of candidates you can vote for in each contest.

Check the number of ovals you have filled in
If you fill in ovals for too many candidates in one contest, the scanner will display a message that you have an "Over Voted Contests." You can press "Correct Your Ballot" to get your ballot back and correct it, or you can ignore the message and cast your ballot with votes that will not count.

Check your ballot carefully – in some contests, the candidates are listed in two rows.

United States Senator			
Vote for One			
Party A A	Party A John Smith	Party D O	
Party B B	Party B Jane Doe	Party E O	Party F Mary Jones
Party C C	Party C John Smith		

Correct number of ovals filled in.
This vote will count for John Smith.

United States Senator			
Vote for One			
Party A A	Party A John Smith	Party D O	
Party B B	Party B Jane Doe	Party E O	Party F Mary Jones
Party C C	Party C John Smith		

Too many ovals filled in.
These votes will not count.

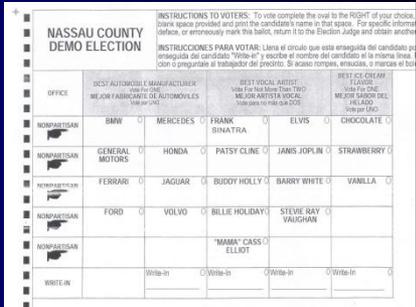
Do not vote more than once for the same candidate
In some contests, a candidate may be listed under more than one party. If you fill in more than one oval for a candidate in a contest, your vote will count for that candidate, but only under the party you selected listed first on the ballot.

United States Senator			
Vote for One			
Party A A	Party A John Smith	Party D O	
Party B B	Party B Jane Doe	Party E O	Party F Mary Jones
Party C C	Party C John Smith		

Correct number of ovals filled in.
This vote will count for John Smith under Party C.

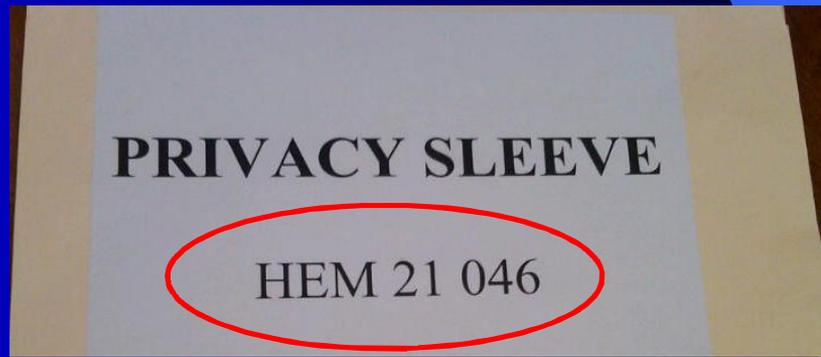
United States Senator			
Vote for One			
Party A A	Party A John Smith	Party D O	
Party B B	Party B Jane Doe	Party E O	Party F Mary Jones
Party C C	Party C John Smith		

Too many ovals filled in.
Your vote will count for John Smith under Party A, not under Party C.



Set Up the Supplies

- Check that the Poll book is complete and is for your ED.
- Check to make sure your DS200 is for your ED
- Have pens available for the voters.
- Have Privacy Sleeves ready, they should be marked with your ED.



Open the Polls



- Time to arrive at poll - 5:15 am
- Time to open polls for voting - 6:00 am
- Time to set up polls – 5:15am
- Time to set up voting machine *BEFORE* 6am

Don't
forget
to
VOTE!



Problems

- Problems:
 - **Missing inspectors** • Chairs report to the BOE
 - **Borrowing inspector** • If one party missing, the Coordinator may fill in or you can use an inspector from another ED and table

Breaks

- Eating and Breaks :
 - 1 hour maximum for lunch and dinner.
 - Take breaks at slow voting times.
 - You do **NOT** take breaks at the end of the night

Supervise the Voting



Voting – At 6:00AM open the polls for voting.

Make sure the machines and supplies are ready for voters

Opening the DS200



Election Day



Opening & Closing Handbook

Signed-Sealed-Delivered

- Why do we seal?
- Types of seals
 - Strap seals
 - Sticker tape seals
 - Tab seals
- Seals Verification Report

Seals Verification Report

Why do we seal? We seal to secure ballots.

3-Types of Seals – all are to be recorded.

- Strap seals – look like tie straps, are in white & numbered; placed on door hinges of Scanner Lid, Ballot Box compartment and Blue Tote Bin of the DS200;
- Sticker seals – look like band aids, are in blue & red. The blue sticker seal is located by the printer and the red sticker seal is behind the monitor of the DS200 and on the front and back of the Auto**MARK**. Red sticker seals are NEVER removed.
- Tab seals – located in slots by the zipper of the Orange, Blue and Green canvas bags are not to be removed. Additional tab seals are placed in the top slots of these bags at closing. The Red Data bag gets sealed before submitting to the Police Precinct.

Remove & Verify the strap seal number from the front clasp of the DS200 & record on report



Seals at Poll-Opening and Poll-Closing			
	Seal Number Applied at BOE	At Opening, Is Seal the Same? (Circle One)	Record the Seal that you apply at closing
DS200: Outside Machine and Ballot Bin			
Lid Seal (front/top of DS200)	871156	<input checked="" type="radio"/> Y <input type="radio"/> N	
Ballot Bin Door (fron/bottom of DS200)	867424	<input checked="" type="radio"/> Y <input type="radio"/> N	
Blue Ballot Bin Seal	876107	<input checked="" type="radio"/> Y <input type="radio"/> N	SAMPLE Original Seal Is Never Removed
Side Seal, Left (as you face machine)	085444	<input checked="" type="radio"/> Y <input type="radio"/> N	
Side Seal, Right (as you face machine)	085416	<input checked="" type="radio"/> Y <input type="radio"/> N	
DS200: Inside the Lid			At closing record the seal #
Blue sticker seal	1280466	<input checked="" type="radio"/> Y <input type="radio"/> N	
Red sticker seal	02074026	<input checked="" type="radio"/> Y <input type="radio"/> N	Original Seal Is Never Removed
Emergency Ballot Bin			At closing record the seal #
Door to Emergency Slot	None	-----	
The Bags: Record The Seals At The End Of The Night			At closing record the seal #
Green Bag	Slot End	Apply and record at closing.	
	Zipper End	Never Removed, Record at closing	
Blue Bag	Slot End	Apply and record at closing.	
	Zipper End	Never Removed, Record at closing	
Orange Bag	Slot End	Apply and record at closing.	
	Zipper End	Never Removed, Record at closing	
Red Bag	Zipper End	Apply and record at closing.	

Place used seal in **Red** Data Bag

Remove & Verify the strap seal from the Ballot Compartment door of the DS200



Place used seal in **Red** Data Bag

Seals at Poll-Opening and Poll-Closing			
	Seal Number Applied at BOE	At Opening, Is Seal the Same? (Circle One)	Record the Seal that you apply at closing
DS200: Outside Machine and Ballot Bin			
Lid Seal (front/top of DS200)	871156	<input checked="" type="radio"/> Y <input type="radio"/> N	
Ballot Bin Door (fron/bottom of DS200)	867424	<input checked="" type="radio"/> Y <input type="radio"/> N	
Blue Ballot Bin Seal	876107	<input checked="" type="radio"/> Y <input type="radio"/> N	SAMPLE Original Seal Is Never Removed
Side Seal, Left (as you face machine)	085444	<input checked="" type="radio"/> Y <input type="radio"/> N	
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Blue sticker seal	1280466	<input checked="" type="radio"/> Y <input type="radio"/> N	
Red sticker seal	02074026	<input checked="" type="radio"/> Y <input type="radio"/> N	Original Seal Is Never Removed
Emergency Ballot Bin			At closing record the seal #
Door to Emergency Slot	None	-----	
The Bags: Record The Seals At The End Of The Night			At closing record the seal #
Green Bag	Slot End	Apply and record at closing.	
	Zipper End	Never Removed, Record at closing	
Blue Bag	Slot End	Apply and record at closing.	
	Zipper End	Never Removed, Record at closing	
Orange Bag	Slot End	Apply and record at closing.	
	Zipper End	Never Removed, Record at closing	
Red Bag	Zipper End	Apply and record at closing.	

Use Silver Key

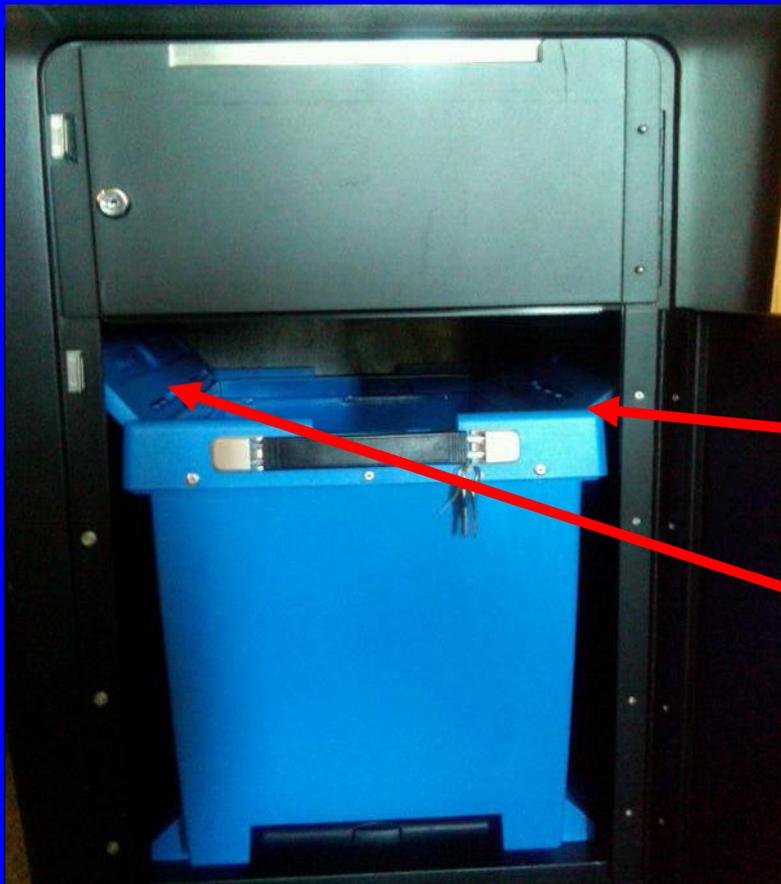


*Open Ballot Compartment door
remove Blue Tote Bin,
Extension Cord;
and Privacy Panels*

*Remove & Verify
strap seal from
Blue Tote Bin*

Seals at Post-Opening and Post-Closing			
	Seal Number Applied at BOE	At Opening, Is Seal the Same? (Circle One)	Record the Seal that you apply at closing
D820: Outside Machine and Ballot Bin			
Lid Seal (Front/Top of D820)	871156	<input checked="" type="radio"/> Y <input type="radio"/> N	
Ballot Bin Door (Front/Bottom of D820)	867424	<input checked="" type="radio"/> Y <input type="radio"/> N	
Blue Ballot Bin Seal	876107	<input checked="" type="radio"/> Y <input type="radio"/> N	
Side Seal, Left (as you face machine)	085444	<input checked="" type="radio"/> Y <input type="radio"/> N	Original Seal is Never Removed
Side Seal, Right (as you face machine)	085416	<input checked="" type="radio"/> Y <input type="radio"/> N	Original Seal is Never Removed
D820: Inside the Lid			
Blue sticker seal	1280466	<input checked="" type="radio"/> Y <input type="radio"/> N	At closing record the seal #
Red sticker seal	02074026	<input checked="" type="radio"/> Y <input type="radio"/> N	Original Seal is Never Removed
Emergency Ballot Bin			
Door to Emergency Slot	None		
The Bags: Record The Seals At The End Of The Night			
			At closing record the seal #
Green Bag	Slot End	Apply and record at closing.	
	Zipper End	Never Removed, Record at closing	
Blue Bag	Slot End	Apply and record at closing.	
	Zipper End	Never Removed, Record at closing	
Orange Bag	Slot End	Apply and record at closing	
	Zipper End	Never Removed, Record at closing	
Red Bag	Zipper End	Apply and record at closing.	

*Place used seal in **Red**
Data Bag*



Using silver key open Blue Tote Bin doors to remove Ballot Pads.

Place Blue Tote Bin back inside Ballot Compartment.

**MAKE SURE
Blue Bin Door Flaps ARE
OPEN**

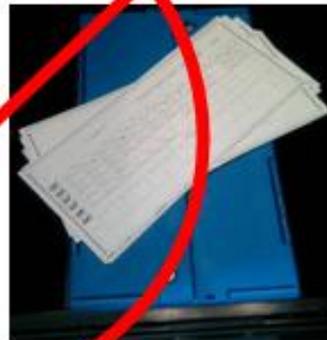
Blue Tote Bin Set-Up

CORRECT:



Door Flaps on
Blue Tote Bin
MUST BE OPEN
in
the Ballot Box of
DS200

INCORRECT:



*Make sure
Flaps of
Tote Bin are
open inside
the DS200
to prevent
jams*

- Ballot Pads are in the Ballot Bin of the DS200; check that the Ballot Pads are for your ED.
- Remove only 1-pad, beginning with pad number 1-50; put the remaining pads in the suitcase until needed



Lock Ballot
Compartment Door.
Take strap seal from
Red Data Bag and
secure Ballot Door.

*Record strap seal number on
Return of Canvass'
Seals Verification Report*



Turn machine
around.
Using the silver key
unlock back
compartment



Remove cord and plug into electrical outlet. Use the provided extension cord, if necessary.

Lock compartment door, with cord exiting the side of door (from top)

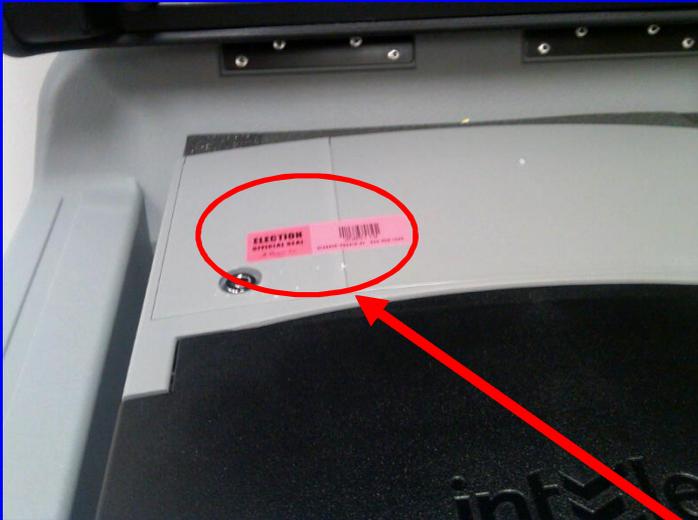




Open the top clasps of
the DS200

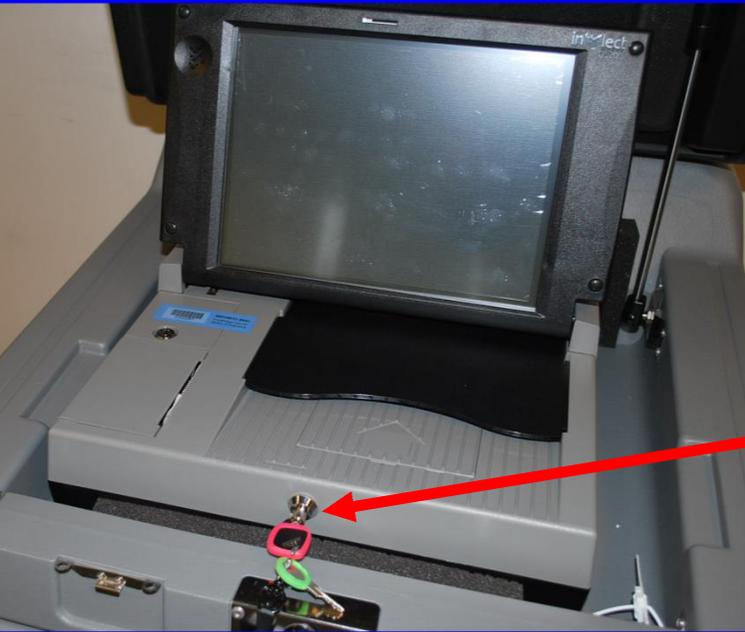
Voting Machine Seals

Verify the **RED** Sticker Seal on the Return of Canvass



DO NOT REMOVE

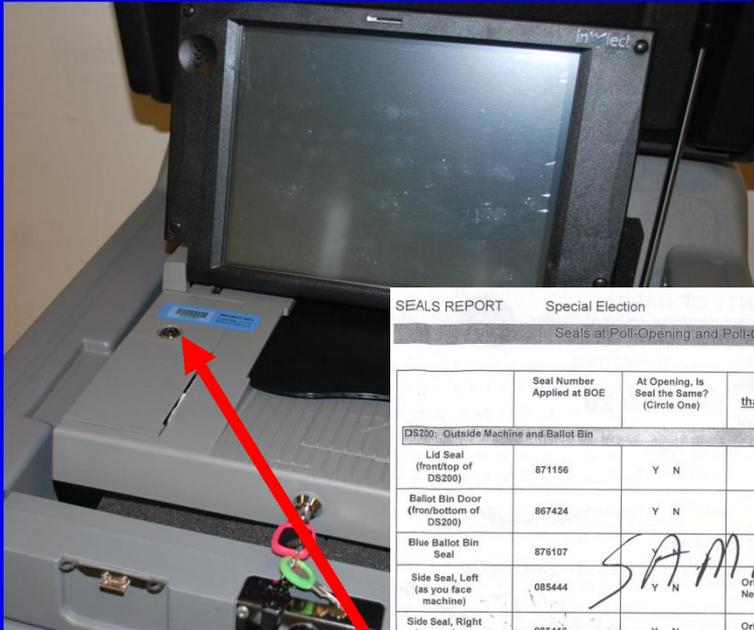
SEALS REPORT		Special Election	August 1, 2011
Seals at Poll-Opening and Poll-Closing			
	Seal Number Applied at BOE	At Opening, Is Seal the Same? (Circle One)	Record the Seal that you apply at closing
DS200: Outside Machine and Ballot Bin			
Lid Seal (front/top of DS200)	871156	Y N	
Ballot Bin Door (front/bottom of DS200)	867424	Y N	
Blue Ballot Bin Seal	876107		
Side Seal, Left (as you face machine)	085444	Y N	Original Seal is Never Removed
Side Seal, Right (as you face machine)	085416	Y N	Original Seal is Never Removed
DS200: Inside the Lid			At closing record the seal #
Blue sticker seal	1280466	Y N	
Red sticker seal	02074025	Y N	Original Seal is Never Removed
Emergency Ballot Bin			At closing record the seal #
Door to Emergency Slot	None	-----	
The Bags: Record The Seals At The End Of The Night			At closing record the seal #
Green Bag	Slot End	Apply and record at closing.	
	Zipper End	Never Removed, Record at closing	
Blue Bag	Slot End	Apply and record at closing.	
	Zipper End	Never Removed, Record at closing	
Orange Bag	Slot End	Apply and record at closing.	
	Zipper End	Never Removed, Record at closing	
Red Bag Zipper End	Apply and record at closing.		



Using the barrel key, unlock the Scanner of the DS200 and lift up monitor.

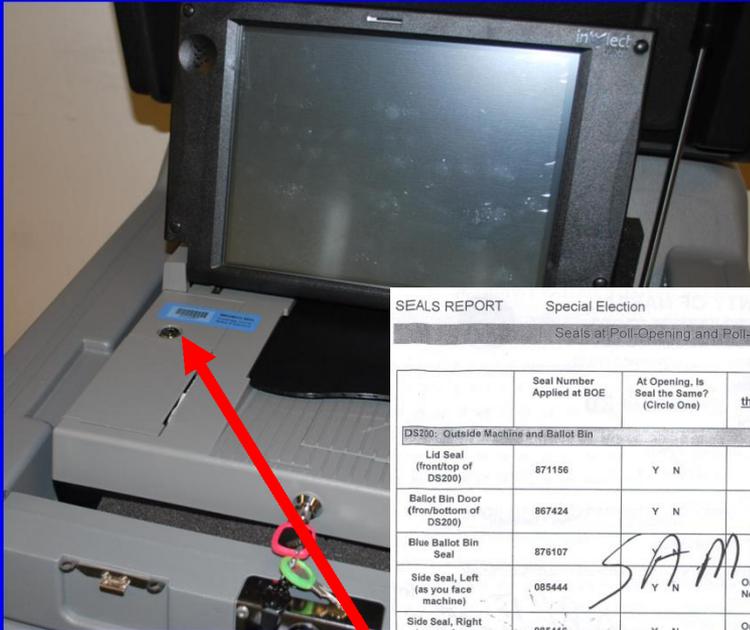


Scanner monitor remains open until closing



SEALS REPORT		Special Election	August 1, 2011
Seals at Poll-Opening and Poll-Closing			
	Seal Number Applied at BOE	At Opening, Is Seal the Same? (Circle One)	Record the Seal that you apply at closing
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Side Seal, Right (as you face machine)	085416	Y N	Original Seal Is Never Removed
DS200: Inside the Lid At closing record the seal #			
Blue sticker seal	1280466	Y N	
Red sticker seal	02074026	Y N	Original Seal Is Never Removed
Emergency Ballot Bin At closing record the seal #			
Door to Emergency Slot	None		
The Bags: Record The Seals At The End Of The Night At closing record the seal #			
Green Bag	Slot End	Apply and record at closing.	
	Zipper End	Never Removed, Record at closing	
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Red Bag	Zipper End	Apply and record at closing.	

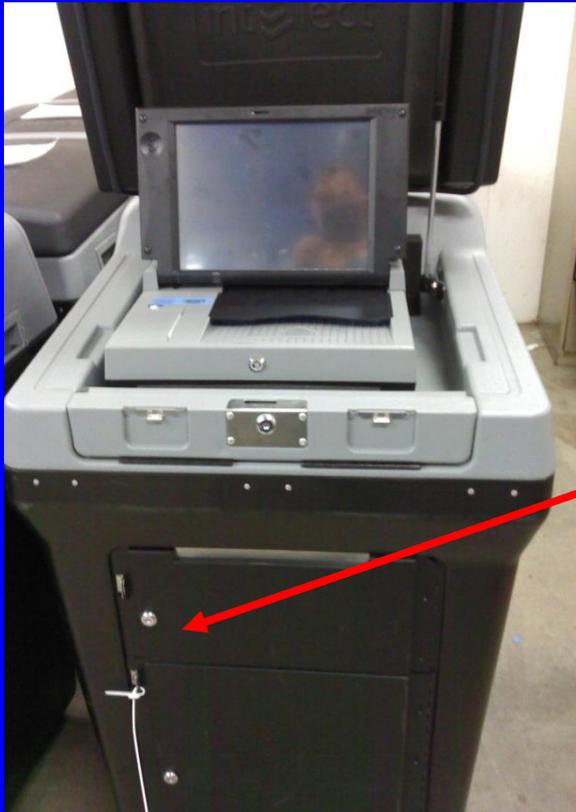
Verify **BUT DO NOT** Remove Sticker Seal by printer until the end of the day (unless advised by BOE)



SEALS REPORT		Special Election	August 1, 2011
Seals at Poll-Opening and Poll-Closing			
	Seal Number Applied at BOE	At Opening, Is Seal the Same? (Circle One)	Record the Seal that you apply at closing
DS200: Outside Machine and Ballot Bin			
Lid Seal (front/top of DS200)	871156	Y N	
Ballot Bin Door (front/bottom of DS200)	867424	Y N	
Blue Ballot Bin Seal	876107	Y N	
Side Seal, Left (as you face machine)	085444	Y N	Original Seal Is Never Removed
Side Seal, Right (as you face machine)	085416	Y N	Original Seal Is Never Removed
DS200: Inside the Lid At closing record the seal #			
Blue sticker seal	1280466	Y N	
Red sticker seal	02074026	Y N	Original Seal Is Never Removed
Emergency Ballot Bin At closing record the seal #			
Door to Emergency Slot	None		
The Bags: Record The Seals At The End Of The Night At closing record the seal #			
Green Bag	Slot End	Apply and record at closing.	
	Zipper End	Never Removed, Record at closing	
Blue Bag	Slot End	Apply and record at closing.	
	Zipper End	Never Removed, Record at closing	
Orange Bag	Slot End	Apply and record at closing.	
	Zipper End	Never Removed, Record at closing	
Red Bag	Zipper End	Apply and record at closing.	

Record **BUT DO NOT** Remove Sticker Seal by printer until the end of the day (unless advised by BOE) Record number on Return of Canvass' Seals Verification Report

Using the silver
key open
Emergency Bin





Verify bin is empty



Bottom drawer of
Emergency Bin is
stationery and does
not open



Make sure flap is up
Re-lock Emergency
Bin



Remove keys, put in
Red Data Bag for safe
keeping during the day



DS200 Boots up
Election Code
Requested

*Election
Code can be
found in **Red**
Data Bag*

Using the Touch screen keyboard, select the letters of the code.



DS200 processes the election information. Configuration report prints automatically

*Letters selected will briefly appear in the window before turning into asterisks (**)*

Wait for the asterisk to appear before selecting the next letter.

When complete, press 'Accept'

*** CONFIGURATION REPORT ***
11:12 AM September 17, 2010
Unit Serial Number: 0209360988

VOTING DEVICE INFORMATION

HARDWARE CONFIGURATION

Current Time Date:
11:12 AM September 17, 2010
Time Zone: America/New_York
Diverter Status: Not Detected
Touch Screen: OK
Power Source: AC
Battery Charge: 100%
Modem Status: Not Detected

STORAGE

Available System Log Storage: 27 MB
Available Ballot Storage: 3808 MB
Available Backup Storage: 0 MB

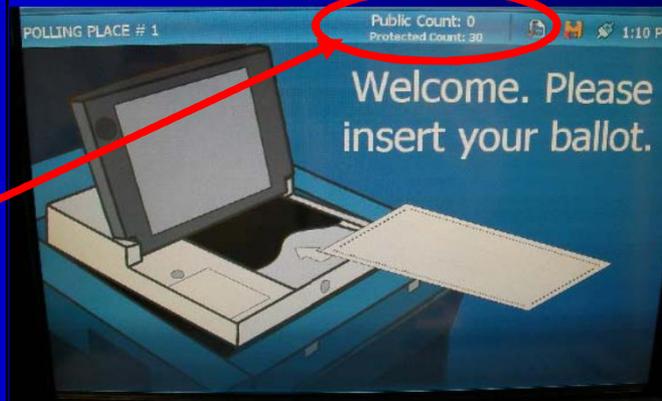
FIRMWARE

Paper Processing Engine: 2.1.0.0
Hardware Abstraction Engine: 2.1.0.0
Tabulation Engine: 2.1.0.0
Scanning Engine: 2.1.0.0
Presentation Engine: 2.1.0.0
Scanner Firmware: 2.13.0.0
Power Management Firmware: 1.2.2.0
Operating System Version: 2.1.0.0
Firmware Last Updated On:
Thu Mar 18 17:15:19 UTC 2010

Protected Count: 475

Configuration Report lists:

- ❖ Voting Device Information
- ❖ Protected Count – record on Return of Canvass – *verify with count on screen*



Election Name: 09GCRT
Election Date: 2009-05-15
Election Qualification Code: 87e6f90c

ELECTION LOADED

ELECTION STATUS

Poll Opened Date: September 17, 2010
Poll Opened Time: 9:47 AM
Poll Closed Date: September 17, 2010
Poll Closed Time: 9:51 AM
Poll Status: Not Open
Public Count: 0

ELECTION INFORMATION

Jurisdiction Name:
Acceptance Test Landscape
Election Description:
Acceptance Test Landscape
Election Date: May 14, 2009
**Poll Place ID/Name:
108001/Building 3**
Election Type: GENERAL
Number of Election Districts: 1

BALLOT INFORMATION

Ballots By: Election District
Ballot Height: 19.0
Ballot Width: 8.5
Ballot Rows: 70
Ballot Columns: 24
Ballot Art Work: DSIM
Target Type: oval

ELECTION SETTINGS

Ability to Re-open: Yes
Number of Zero Tapes to Print: 1
Number of Result Tapes to Print: 1
Print Event Log on Close: No
Transmit Results on Close: No

(con't)

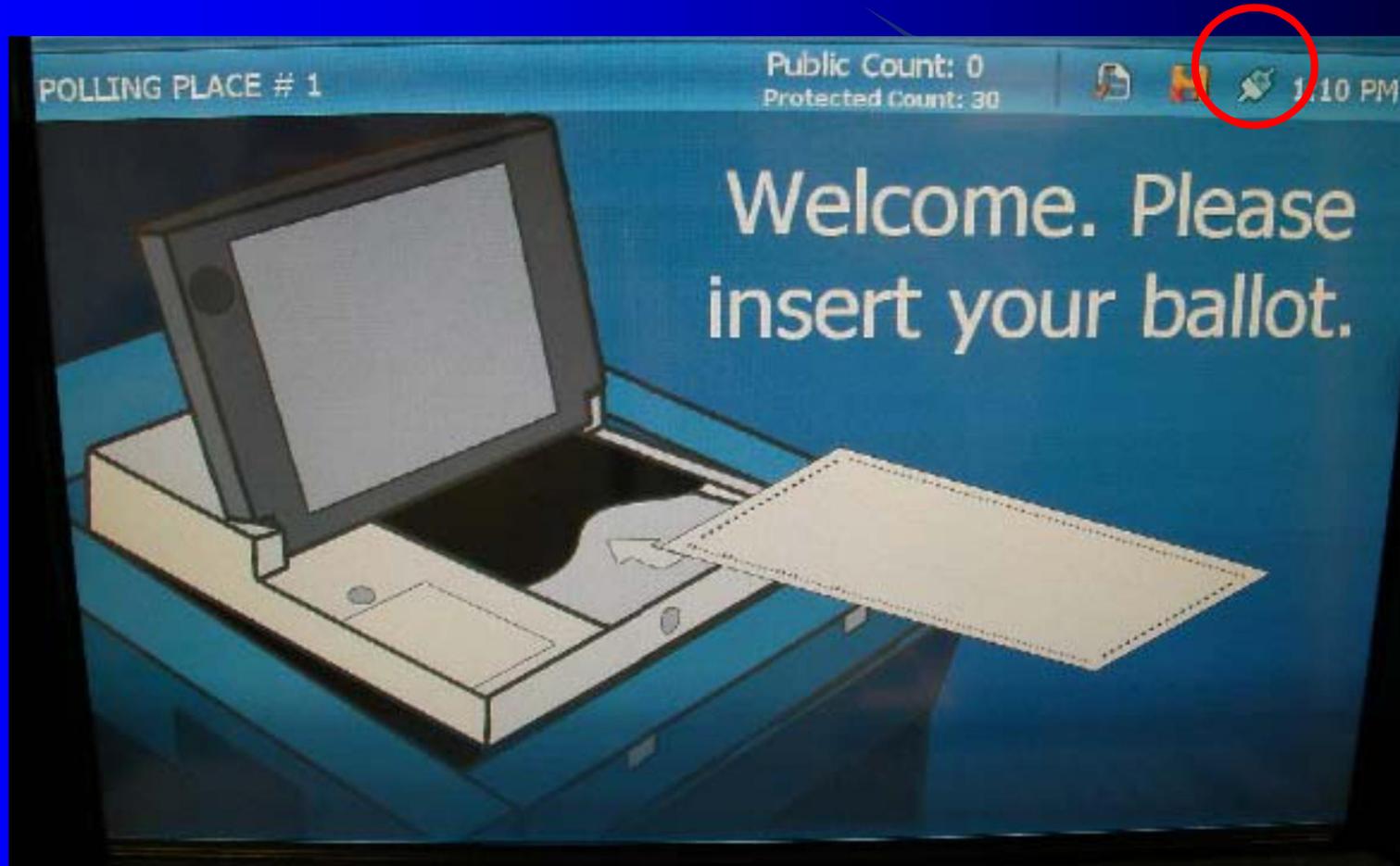
❖ Public Count – record on Return of Canvass – *verify with count on screen*

❖ Polling Location – confirm information for accuracy

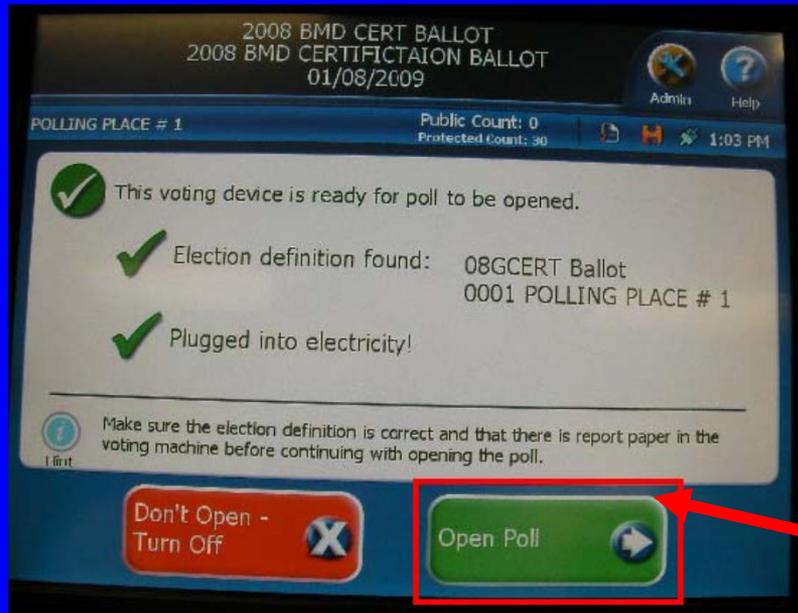
❖ Place in **Red** Data Bag



Check Electric



Are We There Yet?



Ready to Open
After report prints, DS200
lets you know that it is ready
to be opened.

Select 'Open Poll'



Ballot Status
After selecting
'Open Poll', the
Zero Report Tape
will print.

*Bipartisan team signs,
records & places tape in **Red**
Data Bag*

9:47 AM September 17, 2010
Unit Serial Number: 0209360000

Acceptance Test Landscape
Acceptance Test Landscape
123 Building 3
Election Date: May 15, 2009
Poll Opened Date: September 17, 201
Poll Opened Time: 9:47 AM
Poll Closed Date: No
Poll Closed Time: No
Public Count: 0

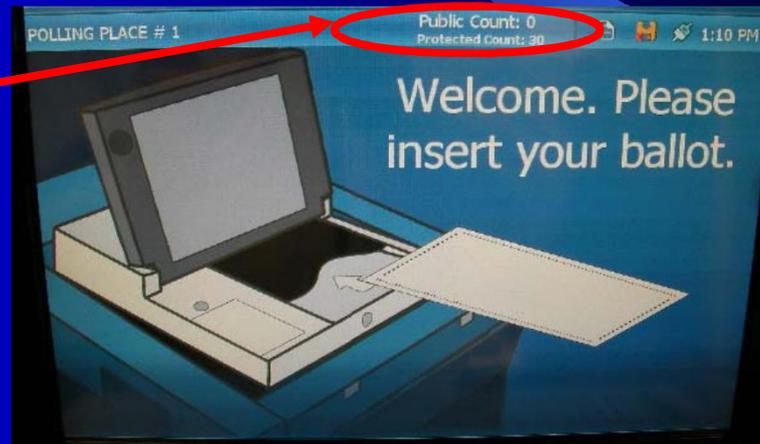
Poll Voting Report

Total Ballots: 0

Zero Report lists:

- ❖ Time Machine was opened*
- ❖ Public Count – verify with count on screen

** Time shown is only used as an example*



WE, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT ALL COUNTERS WERE ZERO (0) WHEN THE
POLLS OPENED AND THAT THE ELECTION IS
BEING HELD IN ACCORDANCE WITH THE LAWS
OF THE STATE.

Election Inspector

Election Inspector

Election Inspector

Election Inspector

123 Building 3

Unit Serial Number: 0209360988

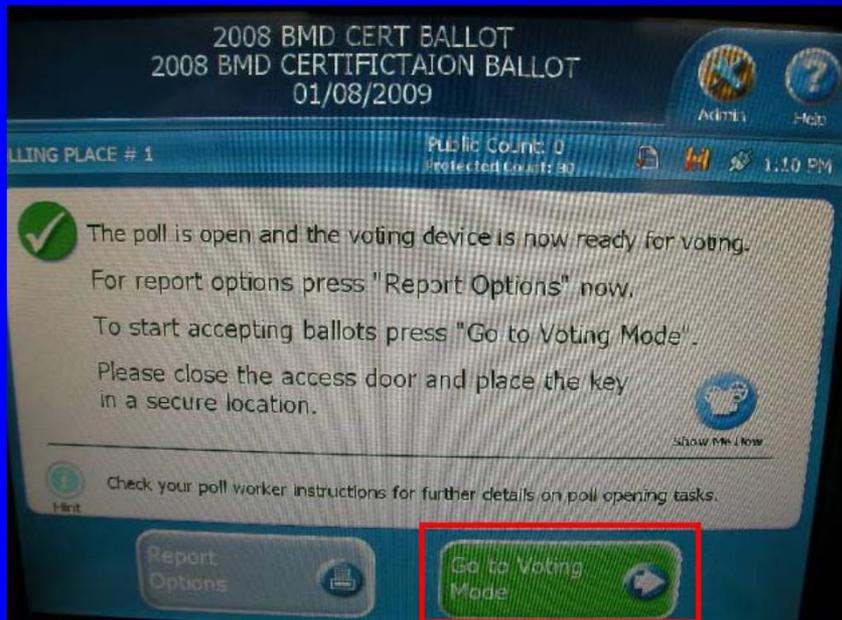
*** END OF REPORT ***

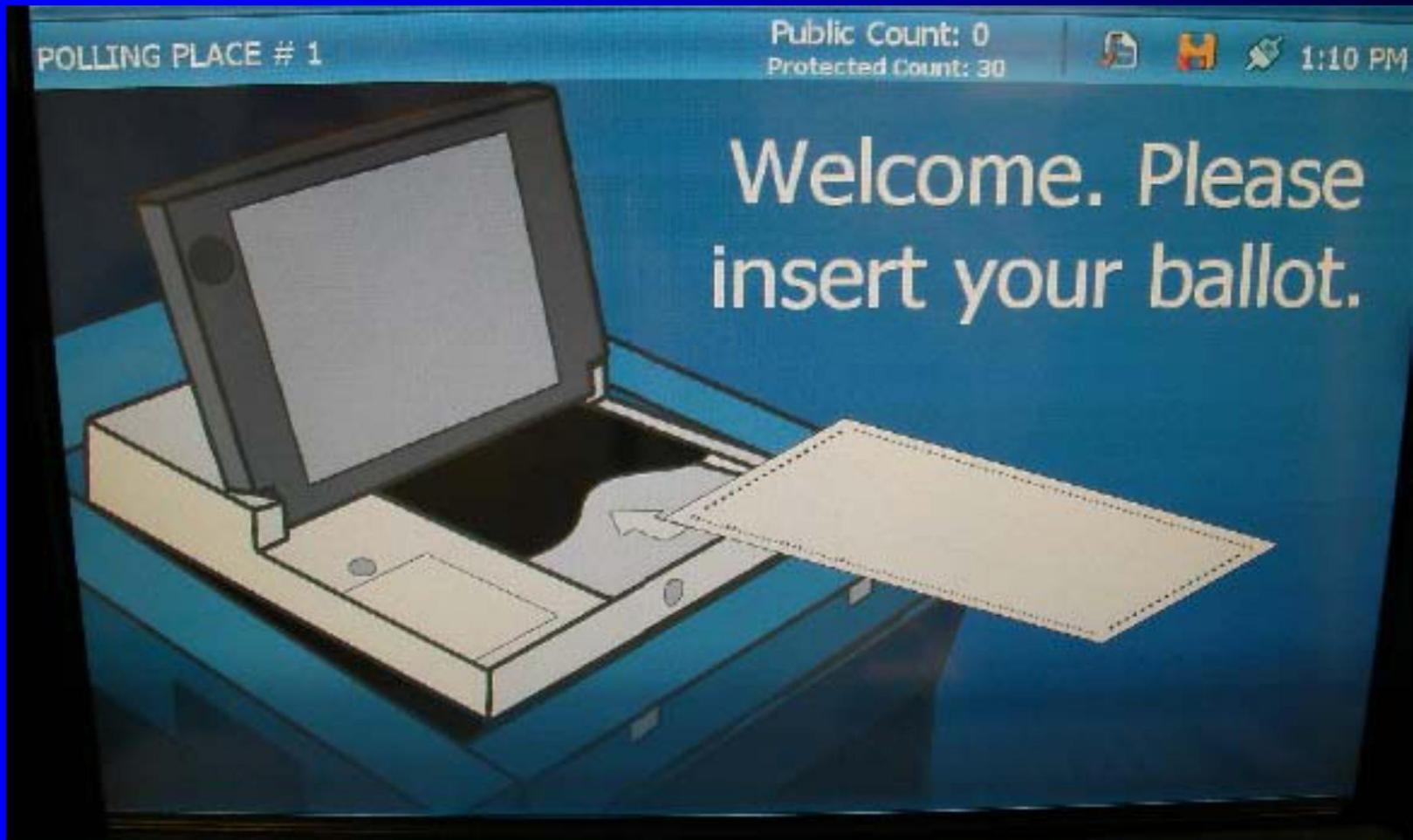
- Signature lines for all Inspectors of ED to sign

- Place in **Red** Data Bag

VOTER READY!

Screen prompt:
Select
**'Go to Voting
Mode'**





The DS200 is almost ready for voting.

Almost there



Place Privacy
Panels on sides of
scanner



Face machine away
from the public

Leave enough room
for voters to scan
their ballots in
private

Lock the wheels

You have successfully opened the DS200. Congratulations!! 📢

Return of Canvass - Ballots





COUNTY OF NASSAU

Return Of Canvass



Town or City: _____

Assembly District: | _____

Election District: _____

Poll Location: | _____

Opening of Polls

Public Counter Number on Optical Scanner At Opening: ϕ

Protective Counter Number At Opening: 475

Number of Ballot Pads Delivered: 4 Number Sequence from 1 through: 2ϕϕ

Closing of Polls

DO NOT REMOVE DATA STICK FROM SCANNER UNTIL ALL TAPES ARE RUN AND MACHINE POWERS OFF

A. Protective Counter Number At Closing..... _____

B. Public Counter Number on Optical Scanner At Closing..... _____

C. Number of Court Orders processed..... _____

D. Number of Spoiled Ballots..... SAMPLE (if none write "0")

E. Number of Affidavit Ballots..... _____ (if none write "0")

F. Number of unscanned Emergency Ballots..... _____ (if none write "0")

G. TOTAL NUMBER OF BALLOTS..... _____ **(Add lines B C D E and F)**

Number on next sequential unvoted ballot stub..... _____

Oath at Opening and Closing of Polls

WE, THE INSPECTORS OF ELECTIONS OF THIS ELECTION DISTRICT, HEREBY CERTIFY THAT THE ABOVE AND THE FOLLOWING STATEMENTS ARE CORRECT IN EVERY PARTICULAR AND THAT DURING THE EXAMINATION, EACH MACHINE WAS LOCKED AND SEALED AGAINST OPERATION, AND THAT NO INSPECTOR OR AN OTHER PERSON TOUCHED THE INTERIOR OF ANY MACHINE OR ITS MECHANISM.

Inspectors of Election at Opening

Inspectors of Election at Closing

Return of Canvass – Oath of Office

All Inspectors of the Election District sign the Oath at Opening

 **COUNTY OF NASSAU** 
Return Of Canvass

Town or City: _____
Assembly District: | Election District: _____
Poll Location: | _____

Opening of Polls

Public Counter Number on Optical Scanner At Opening: ϕ
Protective Counter Number At Opening: 475
Number of Ballot Pads Delivered: 4 Number Sequence from 1 through: 2ϕϕ

Closing of Polls

DO NOT REMOVE DATA STICK FROM SCANNER UNTIL ALL TAPES ARE RUN AND MACHINE POWERS OFF

A. Protective Counter Number At Closing.....
B. Public Counter Number on Optical Scanner At Closing.....
C. Number of Court Orders processed.....
D. Number of Spoiled Ballots..... (if none write "0")
E. Number of Affidavit Ballots..... (if none write "0")
F. Number of unscanned Emergency Ballots..... (if none write "0")
G. **TOTAL NUMBER OF BALLOTS**..... (Add lines B C D E and F)
Number on next sequential unvoted ballot stub.....

Oath at Opening and Closing of Polls

WE, THE INSPECTORS OF ELECTIONS OF THIS ELECTION DISTRICT, HEREBY CERTIFY THAT THE ABOVE AND THE FOLLOWING STATEMENTS ARE CORRECT IN EVERY PARTICULAR AND THAT DURING THE EXAMINATION, EACH MACHINE WAS LOCKED AND SEALED AGAINST OPERATION, AND THAT NO INSPECTOR OR AN OTHER PERSON TOUCHED THE INTERIOR OF ANY MACHINE OR ITS MECHANISM.

John Smith
James Long
Jane Smith
Janet James

Inspectors of Election at Opening

SAMPLE

Inspectors of Election at Closing

THE VOTERS

Poll Books & Privacy Sleeves

Voter must sign Poll
Ledger Book

BEFORE getting a
ballot!



Place ballot inside
Privacy Sleeve



Who can vote on the DS200?

a. All voters must sign the ledger Book

*Check ID of first time voters who registered by mail, but did not provide either their driver's license number or the last 4-digits of their social security number. An ID icon would be next to name.

b. Active Voter –Registered voter whose name & signature appears in the front of the ledger book.

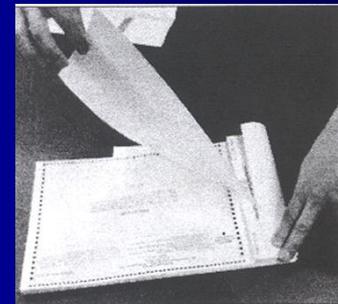
Voting Procedures (con't)



Steps in DS200 Voting

- c. If there is no voter signature, but the voter is in the book, have them only sign once in the normal right hand column.

- d. Carefully remove the first ballot from the pad and place in the privacy sleeve for voter; record the ballot stub number in the poll book under public counter #



Make sure your vote counts

Look for the number of candidates you can vote for in each contest.

Check the number of ovals you have filled in

If you fill in ovals for too many candidates in one contest, the scanner will display a message that you have an "Over Voted Contests." You can press "Correct Your Ballot" to get your ballot back and correct it, or you can ignore the message and cast your ballot with votes that will not count.

Check your ballot carefully – in some contests, the candidates are listed in two rows.

United States Senator Vote for one		
Party A A ❖	Party A John Smith	<input type="radio"/>
Party B B ⚙	Party B Jane Doe	Party E <input type="radio"/>
	Mary Jones	
Party C C ⌘	Party C John Smith	<input checked="" type="radio"/>



Correct number of ovals filled in.
This vote will count for John Smith

United States Senator Vote for one		
Party A A ❖	Party A John Smith	<input type="radio"/>
Party B B ⚙	Party B Jane Doe	Party E <input checked="" type="radio"/>
	Mary Jones	
Party C C ⌘	Party C John Smith	<input checked="" type="radio"/>



Too many ovals filled in.
These votes will not count

Do not vote more than once for the same candidate

In some contests, a candidate may be listed under more than one party. If you fill in more than one oval for a candidate in a contest, your vote will count for that candidate, but only under the party you selected listed first on the ballot.

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



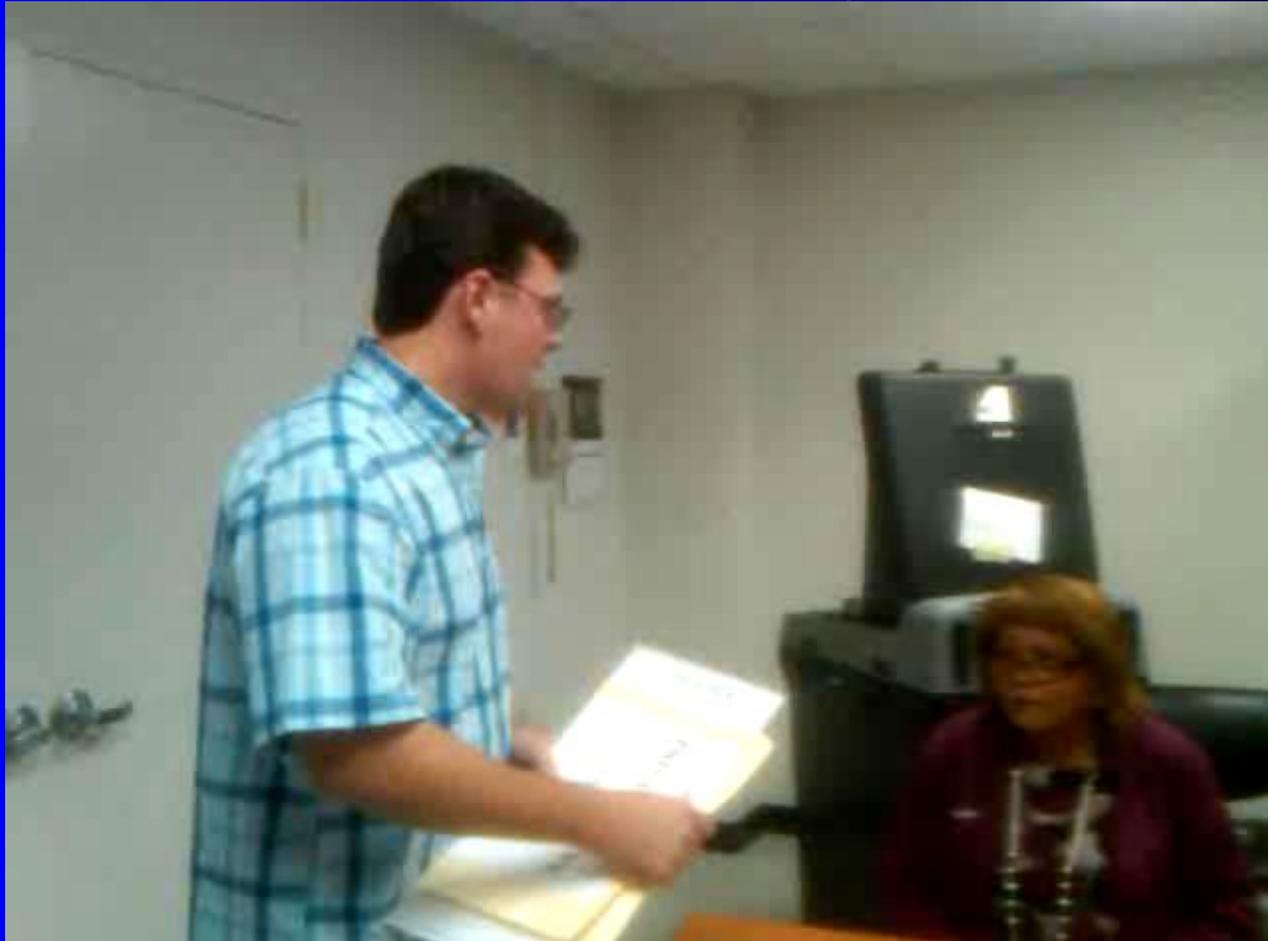
Correct number of ovals filled in.
This vote will count for
John Smith under Party C

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



Too many ovals filled in.
Your vote will count for John Smith
under Party A, not under Party C.

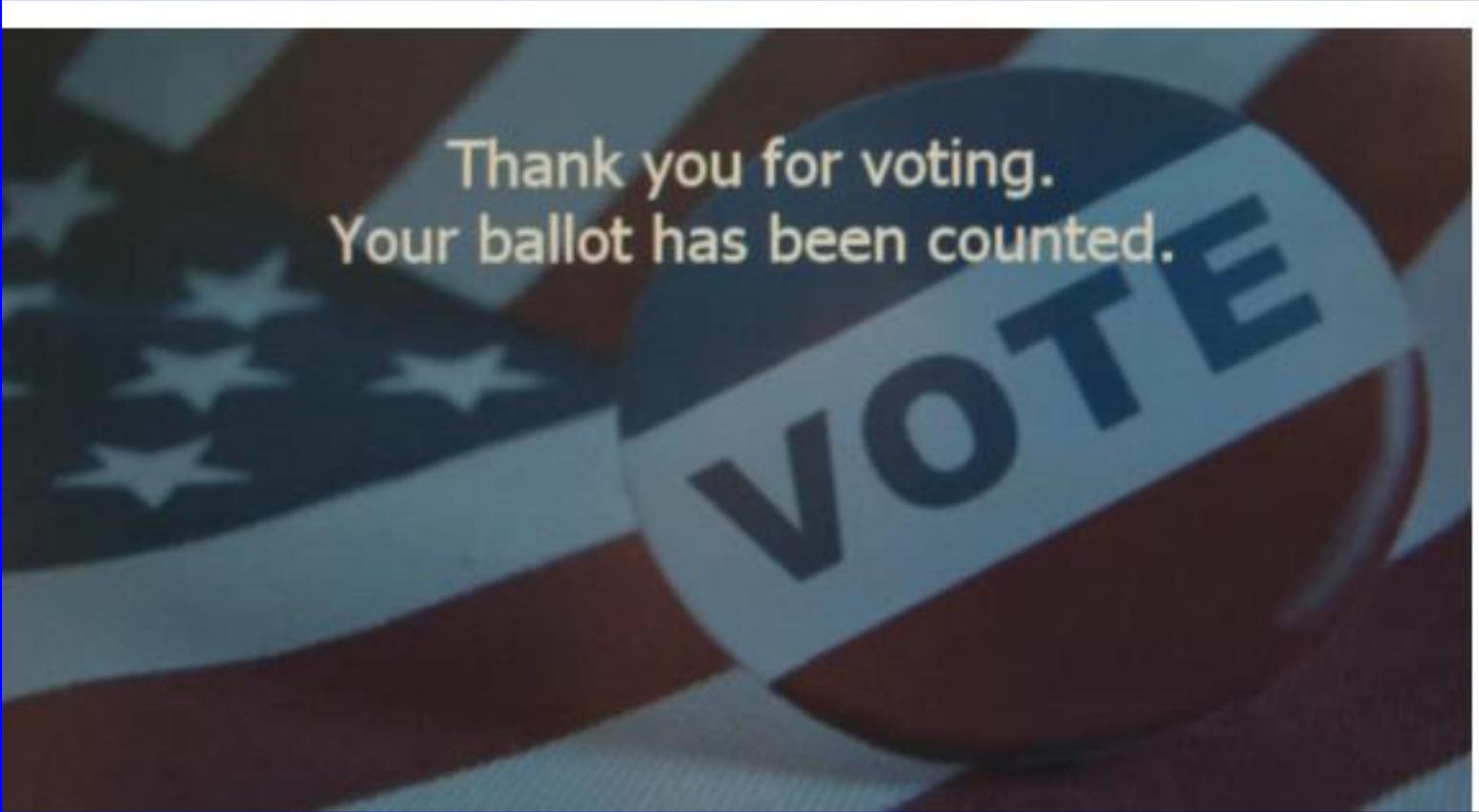
PRIVACY



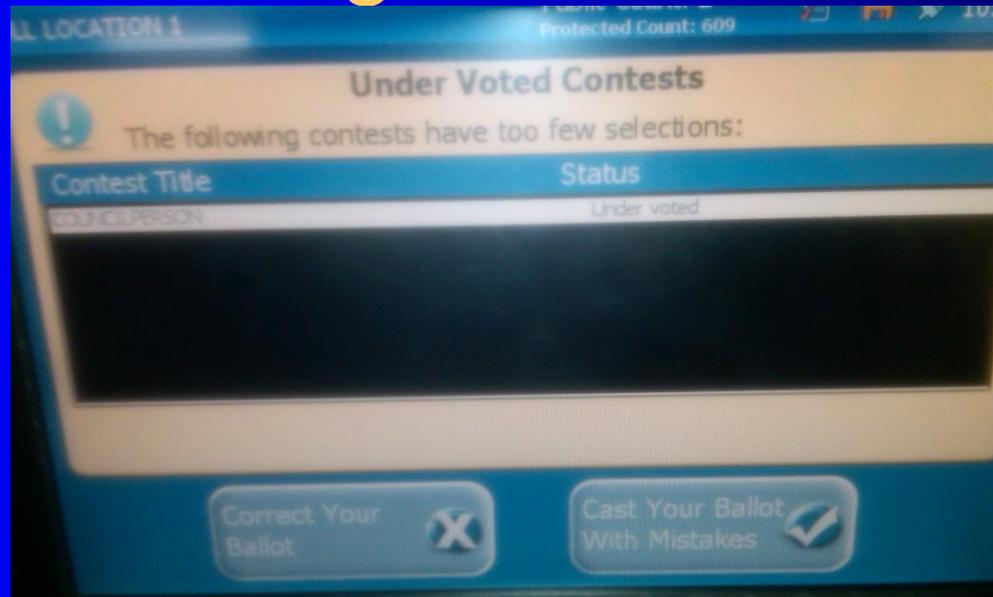
Ballot Messages

Thank you for voting.
Your ballot has been counted.

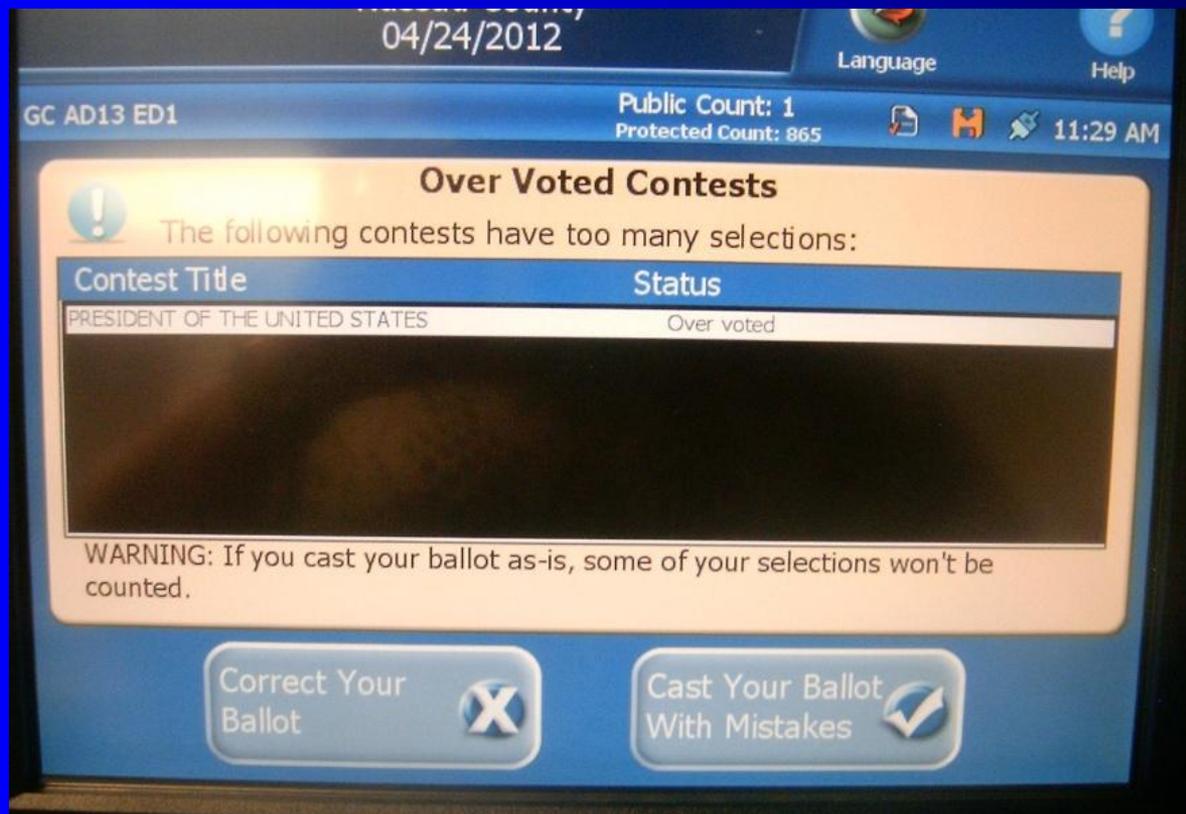
VOTE



Ballot Messages



- Under vote – message indicates voter has not voted in all the contests on the ballot.
 - Voter can choose ‘Cast Your Ballot with Mistakes’ and every contest except for the one not marked will be tabulated; or
 - Voter can choose to have ballot returned so they can correct it (in a privacy booth).
 - Upon completion, voter goes back to the end of the line



- **Over Voted Contests** – message indicates voter has voted for more than the allowable number of choices in a contest.
 - Voter can choose “Cast Your Ballot With Mistakes” and every contest except for the one(s) over voted will be tabulated; or
 - Voter can choose to have ballot returned so they can get a replacement ballot.

Replacement Ballot



If a voter wants a new ballot, the original ballot **MUST** be returned to the ED from which it came first, stamped SPOILED [by the voter], folded and placed [by the voter] in the Blue SPOILED Ballot bag.

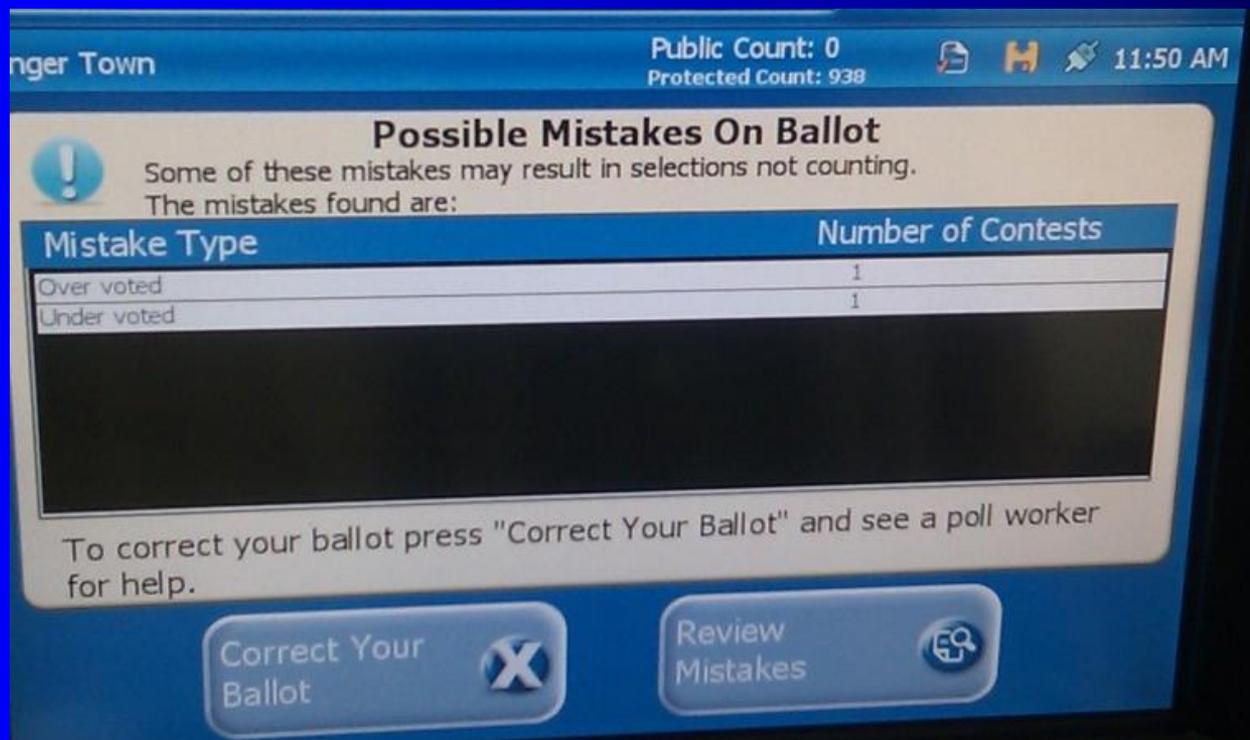
Account for the SPOILED Ballot on the check-off list

A new ballot issued to the voter:

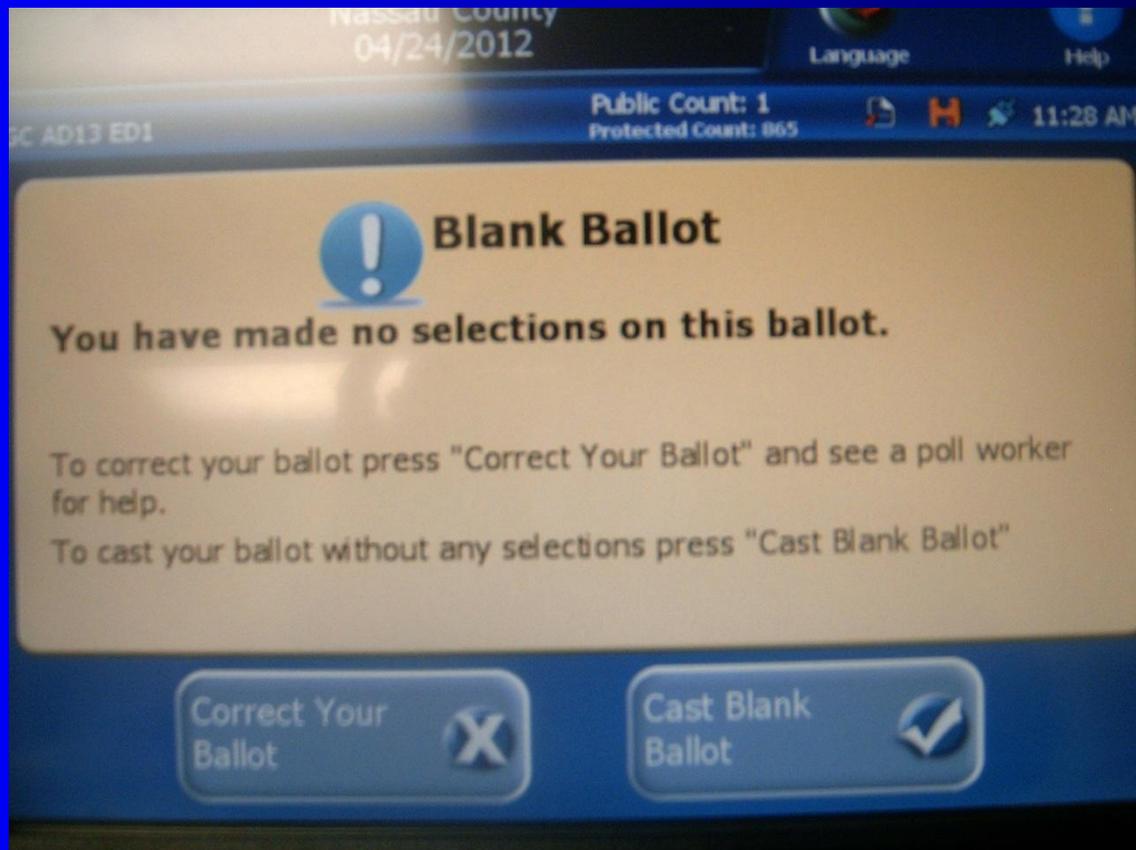
1. Cross out (using one line through number) the last number in the book by their name and enter the new ballot number from the stub.
2. Put new ballot in privacy sleeve.

REMEMBER:

There is a maximum number of three (3) ballots per voter.



- **Possible Mistakes on Ballot**– message indicates voter has ‘over-voted’ and ‘under-voted.’
 - Voter can choose to **Review Mistakes** to see where their mistakes are. They can even cast their ballot with these mistakes; if chosen, every contest except for those under voted or over voted will be tabulated; or
 - Voter can choose to have ballot returned so they can either complete an under voted contest or replaced to correct an over voted and under voted contest(s).



! Blank Ballot.

- *Voter scans in a ballot expecting to see the choices on the screen but. . .*
- *The DS200 is not a ballot marker*
- *If ballot is cast blank, a replacement ballot is not given*

Fled Voters

- If a voter leaves a ballot (*marked or un marked*) in a privacy booth without casting the ballot in the scanner, the ballot is deemed void and is to be stamped “**SPOILED.**”



- Check the bottom right-hand side of the ballot to determine which ED it belongs
- Ballot is accounted for on the check-off list



Numerical Check-off list

 **AFFIDAVIT BALLOT NUMERICAL CHECK-OFF LIST** 

INSTRUCTIONS: cross out one number as each AFFIDAVIT ballot is placed in the Orange Affidavit canvas bag. Number to be recorded on the Return of Canvass

Example: ~~1~~ ~~2~~ ~~3~~ ~~4~~ ~~5~~ ~~6~~ - Represents 6 Affidavit ballots to be returned to the Board of Election.

~~1~~ 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 2021 22 23 24
25 26 27 28 29 30 31 32 33 34 35 36 37 3839 40 41 42 43 44 45 46
47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68
69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90
91 92 93 94 95 96 97 98 99 100

.....

SPOILED BALLOT NUMERICAL CHECK-OFF LIST

INSTRUCTIONS: cross out one number as each SPOILED ballot is placed in the Blue Spoiled Ballot canvas bag. Number to be recorded on the Return of Canvass

Example: ~~1~~ ~~2~~ ~~3~~ ~~4~~ ~~5~~ ~~6~~ - Represents 6 Spoiled ballots to be returned to the Board of Election.

~~1~~ 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 2021 22 23 24
25 26 27 28 29 30 31 32 33 34 35 36 37 3839 40 41 42 43 44 45 46
47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68
69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90
91 92 93 94 95 96 97 98 99 100

.....

EMERGENCY BALLOT NUMERICAL CHECK-OFF LIST

INSTRUCTIONS: cross out one number as each EMERGENCY ballot placed in the Emergency Ballot slot due to a scanner breakdown. Once scanner is replaced these ballots MUST be scanned before you close the polls.

Example: ~~1~~ ~~2~~ ~~3~~ ~~4~~ ~~5~~ ~~6~~ - Represents 6 EMERGENCY ballots to be scanned before closing polls.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 2021 22 23 24
25 26 27 28 29 30 31 32 33 34 35 36 37 3839 40 41 42 43 44 45 46
47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68
69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90
91 92 93 94 95 96 97 98 99 100

Spoiled Ballots

(All ballots count!)

What is a Spoiled Ballot?

- A returned ballot with over-votes (*voter's option*)
- A ballot with marks or mistakes.
- A 'Fled Ballot'.



If a voter wants a new ballot, the original ballot **MUST** be returned to the ED from which it came first, stamped SPOILED [by the voter], folded and placed [by the voter] in the Blue SPOILED Ballot bag.



PLEASE NOTE:

There is a maximum number of three (3) ballots per voter.

When is it not considered “FLED?”

If a voter leaves the ballot at the scanner or with an Election Inspector, a bipartisan team of inspectors shall, without examining the ballot deposit the ballot into the scanner.

- If the ballot scanned is either ‘under voted’ or ‘over voted’ the ballot must be ejected and put into the Green Un-scanned Ballots bag.
- The ballot is accounted for on the check-off list



Numerical Check-off list

 **AFFIDAVIT BALLOT NUMERICAL CHECK-OFF LIST** 

INSTRUCTIONS: cross out one number as each AFFIDAVIT ballot is placed in the Orange Affidavit canvas bag. Number to be recorded on the Return of Canvass

Example: ~~1~~ ~~2~~ ~~3~~ ~~4~~ ~~5~~ - Represents 5 Affidavit ballots to be returned to the Board of Election.

~~1~~ 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 2021 22 23 24
25 26 27 28 29 30 31 32 33 34 35 36 37 3839 40 41 42 43 44 45 46
47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68
69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90
91 92 93 94 95 96 97 98 99 100

.....

SPOILED BALLOT NUMERICAL CHECK-OFF LIST

INSTRUCTIONS: cross out one number as each SPOILED ballot is placed in the Blue Spoiled Ballot canvas bag. Number to be recorded on the Return of Canvass

Example: ~~1~~ ~~2~~ ~~3~~ ~~4~~ ~~5~~ - Represents 5 Spoiled ballots to be returned to the Board of Election.

~~1~~ 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 2021 22 23 24
25 26 27 28 29 30 31 32 33 34 35 36 37 3839 40 41 42 43 44 45 46
47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68
69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90
91 92 93 94 95 96 97 98 99 100

.....

EMERGENCY BALLOT NUMERICAL CHECK-OFF LIST

INSTRUCTIONS: cross out one number as each EMERGENCY ballot placed in the Emergency Ballot slot due to a scanner breakdown. Once scanner is replaced these ballots MUST be scanned before you close the polls.

Example: ~~1~~ ~~2~~ ~~3~~ ~~4~~ ~~5~~ - Represents 5 EMERGENCY ballots to be scanned before closing polls.

1 ~~2~~ 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 2021 22 23 24
25 26 27 28 29 30 31 32 33 34 35 36 37 3839 40 41 42 43 44 45 46
47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68
69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90
91 92 93 94 95 96 97 98 99 100

Affidavits

- What does this mean?
- Who is an Affidavit voter?
- Role of the Poll Coordinator

Voting Procedure- continued



1. **Affidavit Ballots** – If voter is not found in the ledger book, first check name for misspelling or check map for address in your ED. Then, if voter belongs in your ED they can vote by Affidavit only if:
 - a. *Voter's name appears on Inactive List in the back of ledger book and they have not moved from address listed. (BOE will notify voter that their record will be reinstated as Active) or*
 - b. *Registered voter recently moved into your ED or*
 - c. *Voter lives in your ED, but name is missing.*

Date: 08/30/2012

Page: 1

Inactive Voter List
BOARD OF ELECTIONS NASSAU COUNTY, NEW YORK
Election: 091312 2012 PRIMARY ELECTION

Precinct(s): 214092-0, 214088-0, 214087-0
Parties: IND

ame	Voter Id	Address
PINCUS, CARYN M	99301423	2373 CENTRE AVE
TARDI, MICHAEL	99431639	2675 LANDING AVE
VARGAS, PERCY A	99400149	2454 SEEBODE CT

Total Inactive Voters: 3
End of Report

SAMPLE

Before that Affidavit goes into the Orange Affidavit Canvas Bag



- e. Inspectors check front of envelope for legibility, completeness & signature of voter.
- f. A Republican & Democratic Inspector must enter the Town/AD/ED & initial the envelope after the review.
- g. Account for the AFFIDAVIT Ballot on the Check-off List

Affidavit Envelopes

Affidavit Oath

Please provide the following required information:

Your name: Last name, First name, Middle initial, Suffix

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

Date of birth: Month, Day, Year, 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 in their database. I have duly registered to vote in the election district from the address given above, and remain a duly qualified voter in this district.
- I have moved within Westchester County or New York State 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
 Do 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), Fax, E-mail

The address where you receive mail: Address or P.O. Box, P.O. Box, Zip code, City/Town/Village

Voting history: Have you voted before? Yes No. If yes, when?

Voting information that has changed: Your name was _____, Your address was _____, Your previous state in New York State County was _____.

Identification: New York State ID# number, Last four digits of your Social Security Number (* - * - * - * -)
 Do you 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 Independent party I don't want to enroll in a party
 Conservative party Green party

All voters need 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.

Affiant: I swear or affirm that:

I am a citizen of the United States. I am 18 years of age or older on or before the election day. I have duly registered to vote in the election district from the address given above, and remain a duly qualified voter in this district.

I have moved within Westchester County or New York State 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.

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

Signature: _____ Date: _____

This Section for Board of Elections Use Only:

No Registrar
 Registrar Tax Loc. Date: _____
 Wrong Polling Place
 Wrong ED
 Enrollment Change
 Cancelled Code _____

Transfer/Address Change
 Old T ___ AD ___ ED ___
 New T ___ AD ___ ED ___

Inactive
 Enrollment Match
 Reg. from same address
 T ___ AD ___ ED ___

Send # _____
 Date of Birth _____
 Remarks: _____
 Registrar's Sign: _____
 R: _____ D: _____

Commissioner's Ruling:
 Reg: Yes No
 Date: Yes No

Declaración jurada

Proporcione la información que se requiere y complete:

Su nombre: Apellido, Nombre, Inicial del segundo nombre, Sufijo

Domicilio donde vive: Apt. N°., Ciudad/Pueblo/Village, Estado del estado de Nueva York, Código postal

Fecha de nacimiento: Mes, Día, Año, Inscripción al partido

Marque cada casilla que corresponda y llene los espacios en blanco apropiados:

- Le ha informado la información que mi registro no es accesible en su dispositivo, sin embargo, me he registrado debidamente para votar en esta oficina electoral desde el domicilio que estoy proporcionando, y continúo siendo un votante cualificado calificado en este distrito.
- He mudado dentro o fuera del condado o el estado de Nueva York desde mi último registro, y mi domicilio anterior era _____.
- Se me requirió que presentara una identificación cuando voté hoy, pero yo no lo hice.
- Solo para las elecciones primarias: Estoy inscrito en el partido político que se indica en la sección anterior, pero el poll book no refleja mi inscripción correcta.

Información adicional para registrarse para votar en caso de que no cuente con un registro de votante válido en el pollbook:

¿Es usted ciudadano de los EE.UU.? Sí No
 Si responde "No" no puede registrarse para votar.
 ¿Cumplirá con los 18 años de edad o más el día de las elecciones o antes de ese fecha? Sí No
 Si responde "No" no puede registrarse para votar a menos que cumpla los 18 años a fin de año.

Más información: Teléfono (opcional), Fax, E-mail

Domicilio donde recibe el correo: Dirección y P.O. Box, P.O. Box, Código postal, Ciudad/Pueblo/Village

Antecedentes electorales: ¿Ha votado alguna vez? Sí No. ¿En qué año?
 Información electoral que ha cambiado: Su nombre era _____, Su domicilio era _____, Su estado o el condado político dentro del estado de Nueva York era _____.

Identificación: ¿Número de DNI que posee? (de Nueva York) _____, ¿Últimos cuatro dígitos de su número de Seguro Social (* - * - * - * -) _____, ¿No tiene licencia de conducir del estado de Nueva York o licencia de Seguro Social?

Partido político: Partido Demócrata, Partido de las Familias Trabajadoras, Otro, Partido Republicano, Partido de la Independencia, No desea afiliarse a ningún partido, Partido Conservador, Partido Verde.

Todos los votantes deben escribir la fecha y firmar la declaración jurada y completarla.

Declaración jurada: Juro o declaro que:

- Soy ciudadano de los Estados Unidos.
- He cumplido con los requisitos de edad para votar en esta oficina electoral desde el domicilio que estoy proporcionando, y continúo siendo un votante cualificado calificado en este distrito.
- He mudado dentro o fuera del condado o el estado de Nueva York desde mi último registro, y mi domicilio anterior era _____.
- Se me requirió que presentara una identificación cuando voté hoy, pero yo no lo hice.
- Solo para las elecciones primarias: Estoy inscrito en el partido político que se indica en la sección anterior, pero el poll book no refleja mi inscripción correcta.

Fecha: _____ Firma: _____

Insignificancia MUST fill this section in
 I OWN NU EU Inhabitant Insignificancia

This Section for Board of Elections Use Only:

No Registrar
 Registrar Tax Loc. Date: _____
 Wrong Polling Place
 Wrong ED
 Enrollment Change
 Cancelled Code _____

Transfer/Address Change
 Old T ___ AD ___ ED ___
 New T ___ AD ___ ED ___

Inactive
 Enrollment Match
 Reg. from same address
 T ___ AD ___ ED ___

Send # _____
 Date of Birth _____
 Remarks: _____
 Registrar's Sign: _____
 R: _____ D: _____

Commissioner's Ruling:
 Reg: Yes No
 Date: Yes No

Insignificancia MUST fill this section in
 TOWN AD ED Inhabitant Insignificancia

Numerical Check-off list

 **AFFIDAVIT BALLOT NUMERICAL CHECK-OFF LIST** 

INSTRUCTIONS: cross out one number as each AFFIDAVIT ballot is placed in the Orange Affidavit canvas bag. Number to be recorded on the Return of Canvass

Example: ~~1~~ ~~2~~ ~~3~~ ~~4~~ ~~5~~ - Represents 5 Affidavit ballots to be returned to the Board of Election.

~~1~~ 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46
47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68
69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90
91 92 93 94 95 96 97 98 99 100

.....

~~SPOILED BALLOT NUMERICAL CHECK-OFF LIST~~

INSTRUCTIONS: cross out one number as each SPOILED ballot is placed in the Blue Spoiled Ballot canvas bag. Number to be recorded on the Return of Canvass

Example: ~~1~~ ~~2~~ ~~3~~ ~~4~~ ~~5~~ - Represents 5 Spoiled ballots to be returned to the Board of Election.

~~1~~ 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46
47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68
69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90
91 92 93 94 95 96 97 98 99 100

.....

EMERGENCY BALLOT NUMERICAL CHECK-OFF LIST

INSTRUCTIONS: cross out one number as each EMERGENCY ballot placed in the Emergency Ballot slot due to a scanner breakdown. Once scanner is replaced these ballots MUST be scanned before you close the polls.

Example: ~~1~~ ~~2~~ ~~3~~ ~~4~~ ~~5~~ - Represents 5 EMERGENCY ballots to be scanned before closing polls.

1 ~~2~~ 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46
47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68
69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90
91 92 93 94 95 96 97 98 99 100

But what if.....

c. Court Order Voter-

- If name not in ledger book;
- Is inactive voter in rear of ledger book;
- At the wrong address or ED;
- Refuses to use an Affidavit Ballot; or
- Refuses to go to the correct polling location and insists on voting

Court Orders - Voter must see a Supreme Court Judge, who will hear the voter's case. If a Court Order is granted, the voter will return to the polling place, sign copy of the Order and will vote on the machine (*signed Court Orders go into the back of Poll Book*).

Voting Procedure- continued



4. Absentee Ballots –what is it?

- Absentee Ballots will not be sent to the polling places.
- Ballots will be counted by the Board of Elections.
- You are not to accept an Absentee Ballot at your polling place.
- *If a voter has a notation under their name that an Absentee Ballot was sent or received, can they vote on the DS200?*

AutoMARK voters

Same procedures apply to all voters

Sign the book!

- Chairperson or Inspector notifies Coordinator that there is an AutoMARK voter;
- Coordinator will escort the voter to the AutoMARK but advises them that they will need to return to the table when they are finished having their ballot marked so that they can cast their votes

NOTE! The AutoMARK is not a voting machine. If a voter decides not to complete marking the ballot on the AutoMARK, the ballot must be handled as a **SPOILED Ballot** if there are marks on the ballot— follow instructions for **SPOILED Ballot**

Non-disabled voters may also use the AutoMARK if they so desire.



Complete Voting Reports



- Inspector Remarks Sheet

Corrections to the voters record, regarding name or address change, death, birth date, etc., should be made on the Inspector's Remark Sheet in the back of the poll book. Do not make corrections on the poll ledger.

Make sure change information is detailed and complete and includes the voter's serial ID number.

- Challenge Report

Record the following on the report:

- Machine breakdown
- Voter's qualification challenge
- Name and details of voters assisted in voting

INSPECTOR REMARKS CHALLENGE REPORTS

INSPECTOR REMARKS

TOWN _____ A.D. _____ E.D. _____ DATE _____

Check one of the boxes below and put in all required information for that choice

Deceased:
 Voter's Name _____ Serial # _____
 Who gave the information _____ Relationship to deceased _____
 Year of Birth _____ Month and Year of Death _____

Moved:
 Voter's Name _____ Serial # _____
 Who gave the information _____ Year the voter moved _____
 Where the voter moved _____

Name Change:
 Voter's Name _____ Serial # _____
 Changed to: _____ New Signature _____
 Rep. Insp. Signature _____ Dem. Inspector Signature _____
 Without the requested information for any of the above, voter's report will NOT be cancelled.

INSPECTOR REMARKS

TOWN _____ A.D. _____ E.D. _____ DATE _____

Check one of the boxes below and put in all required information for that choice

Deceased:
 Voter's Name _____ Serial # _____
 Who gave the information _____ Relationship to deceased _____
 Year of Birth _____ Month and Year of Death _____

Moved:
 Voter's Name _____ Serial # _____
 Who gave the information _____ Year the voter moved _____
 Where the voter moved _____

Name Change:
 Voter's Name _____ Serial # _____
 Changed to: _____ New Signature _____
 Rep. Insp. Signature _____ Dem. Inspector Signature _____
 Without the requested information for any of the above, voter's report will NOT be cancelled.

CHALLENGE REPORT
NASSAU COUNTY

Date of Election _____ A.D. _____ E.D. _____ Town/City _____

REASONS FOR CHALLENGE
 1. Voter whose name and address is in the Ledger Book and is believed to have moved.
 2. At Primary, voter is believed NOT to be entitled in the party shown on the ledger.
 DO NOT LET SUCH PERSON VOTE ON THE MACHINE WITHOUT PUTTING VOTER THROUGH THE FORMAL CHALLENGE PROCEDURE.

WHO MAY CHALLENGE: A voter may be challenged by any Inspector, a duly appointed Watcher, or a Registered Voter. An Inspector shall challenge any person offering to vote whom he shall know an suspect not to be entitled to vote in that ED, or whom he is requested by a Watcher or Registered Voter to challenge.

INSTRUCTIONS
 If a majority of inspectors are satisfied that the voter is qualified to vote and the challenge is withdrawn, the voter may be allowed to vote on the machine.
 If a majority of inspectors are NOT satisfied that the voter is qualified to vote and the voter persists, administer questions indicated on the Challenge Form and the Qualification Card. If voter answers by taking the Qualification Card, voter MUST be permitted to vote on the machine, even though he may have committed perjury. Make sure the voter signs the Ledger Book. Also, you must enter the voter's name and address below and indicate a reason for the challenge.

NAME & ADDRESS	SERIAL #	REASON FOR CHALLENGE

VOTER ASSISTED ON ELECTION DAY - INSTRUCTIONS
 OVER MUST be sworn by person assisting voter. If a someone other than the Inspector. Write the name and address of the person who assisted the voter, as well as that person's relationship to the voter. Also, write the name, address, and serial number of the voter who required assistance.

NAME & ADDRESS OF VOTER	SERIAL #	NAME & ADDRESS OF PERSON RENDERING ASSISTANCE	RELATIONSHIP TO VOTER

OVER 18

CHALLENGE REPORT
NASSAU COUNTY
(Continued)

USE THIS SPACE FOR ADDITIONAL NOTES TO THE BOARD OF ELECTIONS. IF NECESSARY

INSPECTOR CERTIFICATION

WE THE UNDERSIGNED ELECTION INSPECTORS DO HEREBY CERTIFY THAT WE HAVE COMPLETED THIS CHALLENGE REPORT, 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 NEED ASSISTANCE, AS WELL AS THOSE SWORN PERSONS WHO RENDERED THAT ASSISTANCE AND THAT ALL ENTRIES ARE TRUE AND ACCURATE RECORD OF OUR PROCEEDINGS ON THIS ELECTION DAY.

INSPECTOR SIGNATURE _____ INSPECTOR SIGNATURE _____

INSPECTOR SIGNATURE _____ INSPECTOR SIGNATURE _____

INSPECTOR SIGNATURE _____ CHAIRPERSON SIGNATURE _____

INSPECTOR REMARKS

TOWN _____ A.D. _____ E.D. _____ DATE _____

Check one of the boxes below and put in all **required** information for that choice

Deceased:
Voter's Name _____ Serial # _____
Who gave the information _____ Relationship to deceased _____
Year of Birth _____ Month and Year of Death _____

Moved:
Voter's Name _____ Serial # _____
Who gave the information _____ Year the voter moved _____
Where the voter moved _____

Name Change:
Voter's Name _____ Serial# _____
Changed To: _____ New Signature: _____

Rep. Insp. Signature _____ Dem. Inspector Signature _____

Without the requested information for any of the above, voter's record will NOT be cancelled.

INSPECTOR REMARKS

TOWN _____ A.D. _____ E.D. _____ DATE _____

Check one of the boxes below and put in all **required** information for that choice

Deceased:
Voter's Name _____ Serial # _____
Who gave the information _____ Relationship to deceased _____
Year of Birth _____ Month and Year of Death _____

Moved:
Voter's Name _____ Serial # _____
Who gave the information _____ Year the voter moved _____
Where the voter moved _____

Name Change:
Voter's Name _____ Serial# _____
Changed To: _____ New Signature: _____

Rep. Insp. Signature _____ Dem. Inspector Signature _____

Without the requested information for any of the above, voter's record will NOT be cancelled.

Monitor Voter Assistance Poll Watchers & the Media



- **Voter Assistance**

Who May Assist the Voter?

- a. Anyone of their choice - except, their union representative or employer
- b. Election Inspectors - Must have one Republican & one Democrat assist the voter
- c. Spanish Translators – Where required, only translate no advice. (A Justice Dept. requirement)

Recording Voter Assistance

CHALLENGE REPORT
NASSAU COUNTY

Date of Election _____ A.D. _____ E. D. _____ Town/City _____

REASONS FOR CHALLENGE:

1. Voter whose name and address is in the Ledger Book and is believed to have moved.
2. At Primary, voter is believed **NOT** to be enrolled in the party shown on the ledger.

DO NOT LET SUCH PERSON VOTE ON THE MACHINE WITHOUT PUTTING VOTER THROUGH THE FORMAL CHALLENGE PROCEDURE.

WHO MAY CHALLENGE: A voter may be challenged by any Inspector, a duly appointed Watcher, or by a Registered Voter. An Inspector shall challenge any person offering to vote whom he shall know or suspect not to be entitled to vote in that ED, or whom he is requested by a Watcher or Registered Voter to challenge.

INSTRUCTIONS

If a majority of Inspectors are satisfied that the voter is qualified to vote and the challenge is withdrawn, the voter may be allowed to vote on the machine.

If a majority of Inspectors are **NOT** satisfied that the voter is qualified to vote and the vote persists, administer questions indicated on the Challenge Form and the Qualification Oath. If voter swears by taking the Qualification Oath, voter **MUST** be permitted to vote on the machine, even though he may have committed perjury. **Make sure the voter signs the Ledger Book.** Also, you must enter the voter's name and address below and indicate a reason for the challenge.

NAME & ADDRESS	SERIAL #	REASON FOR CHALLENGE

VOTER ASSISTED ON ELECTION DAY - INSTRUCTIONS

Oath **MUST** be taken by person assisting voter, if it's someone other than the Inspector. Write the name and address of the person who assisted the voter, as well as that person's relationship to the voter. Also, write the name, address, and serial number of the voter who required assistance.

NAME & ADDRESS of VOTER	SERIAL #	NAME & ADDRESS OF PERSON RENDERING ASSISTANCE	RELATIONSHIP TO VOTER

OVER

- On the Challenge Report record the name and serial number of the voter and the name of the person(s) who helped the voter.
- Children may accompany parents.
- Voters have 3 minutes to complete voting.
But please use discretion



Poll Watchers



- **Poll Watchers**

- a. Must show you a watcher's certificate from a party or independent body.
- b. Can be anyone including a committee person.
- c. May watch you open & close machine, or a person sign the ledger book.
- d. May not politic, interfere with voting or your duties as an inspector. **YOU ARE IN CHARGE!**
- e. Does **Not** Get copies of any machine tapes.

Keeping Lists

If asked, you may keep a list of voters on lined pads, as long as you use carbons, and make the list available to all poll watchers who ask for it. These pads are not provided by the BOE.

Media



- **The Media**

All representatives of the media must have proper ID and a letter of authorization from the BOE to be present at the polling place.

Media can be present at the closing of the polls to obtain the vote results.

Call the BOE if no letter or other problem.

- **Exit Polling by the Media**

The polling is to be done in writing not verbally.

Media person taking poll may be within 100ft marker but can't be inside the building.

Emergency Breakdown

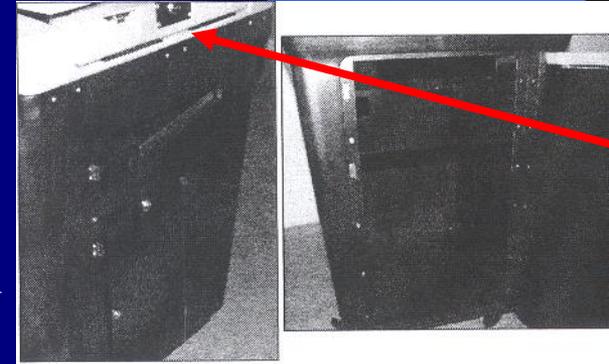
- **VOTING NEVER STOPS**

- If unable to fix, notify the BOE
 - *Indicate Name, Location & Scanner Error message*
- Open Emergency Bin, lower metal flap, seal
- Voter uses bin to cast ballots while
- When fixed, open Emergency Bin, lift metal flap, re-seal
- Voting resumes on DS200



Closing the Polls

- Polls close after the last voter on line at 9:00 PM has voted.
- If there are any non-scanned Emergency Ballots in the Emergency bin a bipartisan team, will cast the ballots. If ballot is under-voted or over voted, eject the ballot and put in the Green Un-scanned Ballots bag
- If an Emergency breakdown occurs at the end of the day and Emergency Ballots cannot be scanned, these Ballots must be placed in the Green Un-scanned Ballots bag
- The Green Un-scanned Ballots bag is placed in suitcase, to be returned to the police precinct.
- Unused Ballot Pads are placed in the Blue Tote Bin of the DS200.

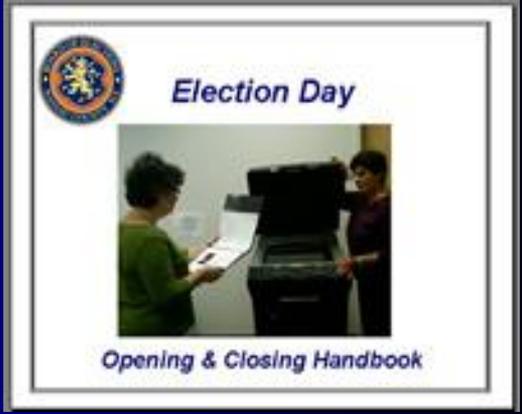


Closing the Polls

- Polls close after the last voter on line at 9:00 PM has voted.

- Close DS200 – **FOLLOW THE HANDBOOK**

- 2-Results tapes print out



```

JUSTICE OF THE SUPREME COURT
Number to Vote For      6
DEM JOHN WJ SULLIVAN    1
DEM JEROME B. MATTHEWS 1
DEM NEAL P. O'DONNELL  2
DEM MILTON BOOKER      2
DEM MICHAEL J. CASTLE  2
REP W. BROMLEY SQUIRE  3
REP ROBERT W. MURRAY    5
REP GERALD TILLMAN      5
REP SANDRA J. EDWARDS  5
REP GEOFFREY J. CUMMINGS 5
REP JOSEPH A. ALBRIGHT  3
CON W. BROMLEY SQUIRE  3
CON ROBERT W. MURRAY    0
CON GERALD TILLMAN      0
CON SANDRA J. EDWARDS  1
CON GEOFFREY J. CUMMINGS 1
CON JOSEPH A. ALBRIGHT  1
IND W. BROMLEY SQUIRE  0
IND THOMAS J. TOOLEY    0
IND GERALD TILLMAN      1
LIB W. BROMLEY SQUIRE  0
LIB JEROME B. MATTHEWS  0
LIB NEAL P. O'DONNELL   0
LIB F. DANA PIERSON     0
LIB MILTON BOOKER       0
LIB MICHAEL J. CASTLE   0
Write-In                0
COUNTY COURT JUDGE
Number to Vote For      1
DEM STEPHEN A. DAVIDSON  2
REP ALFRED C. CRAWFORD  5
CON ALFRED C. CRAWFORD  1
RTL STEPHEN A. DAVIDSON  0
Write-In                0
DISTRICT ATTORNEY
Number to Vote For      1
DEM PATRICK KEVIN HARMOND 4
REP JAMES A. TOMPKINS    3
CON JAMES A. TOMPKINS    0
IND ROBERT W. RUSSMAN    0
RTL PATRICK KEVIN HARMOND 0
Write-In                1
COUNTY LEGISLATOR
Number to Vote For      1
    
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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 ZERO (0) WHEN
THE POLLS OPENED AND THAT THE ELECTION
WAS HELD IN ACCORDANCE WITH THE LAWS OF
THE STATE.

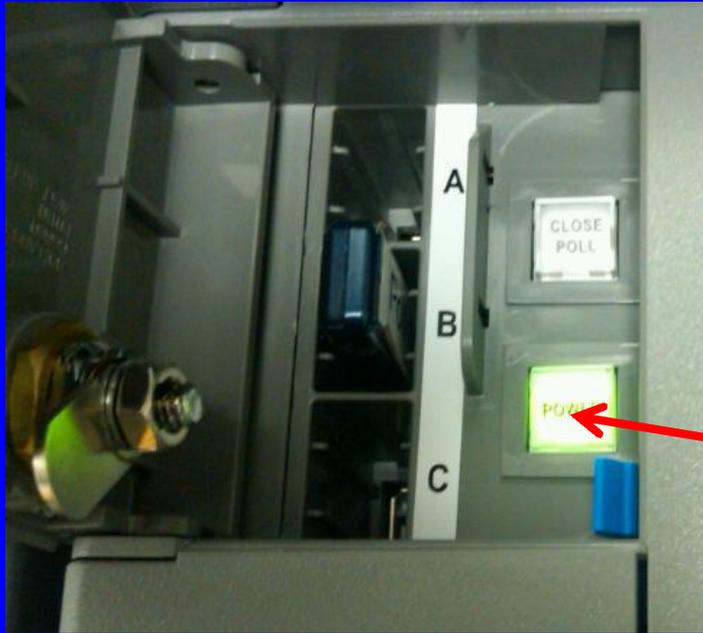
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Election Inspector
-----
Election Inspector
-----
Election Inspector
-----
Election Inspector

123 Building 3
Unit Serial Number: 0209360988

*** END OF REPORT ***
    
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Closing the Voting Machines



**DO NOT PRESS
THE POWER
BUTTON!**

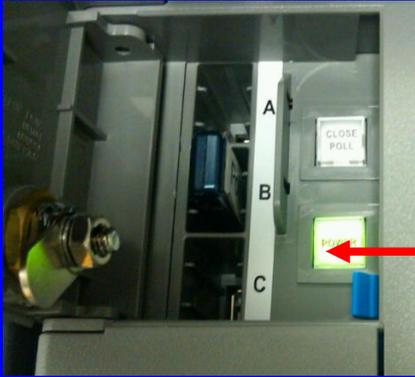
While DS200 powers down, remove Blue Tote bin from Ballot box, unused Ballot Pads/stubs placed inside; lock, seal & return to ballot box

Return privacy screens & extension cord to DS200

Complete Return of Canvass

Place Return of Canvass in Red Data Bag

The Data Stick



*Bipartisan team removes the
USB Flash Drive **after** Power
Light goes off*



*Place USB Flash Drive in
inside pocket of
Red Data Bag*

Completing the Return of Canvass

All Inspectors of the Election District sign the Oath at Closing

 **COUNTY OF NASSAU** 
Return Of Canvass

Town or City: _____
Assembly District: | Election District: _____
Poll Location: _____

Opening of Polls

Public Counter Number on Optical Scanner At Opening: ϕ
Protective Counter Number At Opening: 475
Number of Ballot Pads Delivered: 4 Number Sequence from 1 through: 2ϕϕ

Closing of Polls

DO NOT REMOVE DATA STICK FROM SCANNER UNTIL ALL TAPES ARE RUN AND MACHINE POWERS OFF

A. Protective Counter Number At Closing: 934
B. Public Counter Number on Optical Scanner At Closing: 489
C. Number of Court Orders processed: 2
D. Number of Spoiled Ballots: 4 (if none write "0")
E. Number of Affidavit Ballots: 7 (if none write "0")
F. Number of unscanned Emergency Ballots: 5 (if none write "0")
G. TOTAL NUMBER OF BALLOTS: 477 (Add lines B C D E and F)
Number on next sequential unvoted ballot stub: 478

Oath at Opening and Closing of Polls

WE, THE INSPECTORS OF ELECTIONS OF THIS ELECTION DISTRICT, HEREBY CERTIFY THAT THE ABOVE AND THE FOLLOWING STATEMENTS ARE CORRECT IN EVERY PARTICULAR AND THAT DURING THE EXAMINATION, EACH MACHINE WAS LOCKED AND SEALED AGAINST OPERATION, AND THAT NO INSPECTOR OR AN OTHER PERSON TOUCHED THE INTERIOR OF ANY MACHINE OR ITS MECHANISM.

<p><u>John Smith</u> <u>James Long</u> <u>Jane Smith</u> <u>Janet James</u></p> <p>Inspectors of Election at Opening</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">SAMPLE</p> <p><u>James Long</u> <u>John Smith</u> <u>Janet James</u> <u>Jane Smith</u></p> <p>Inspectors of Election at Closing</p>
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Complete the Payroll & Close the Polls

- **Re-check the payroll for:**

Signatures

- Chairperson signs twice.

Absent Inspectors

- Cross them off the payroll. Indicate whether absence is temporary or permanent.

Substitute Inspectors

- Include their name, address, telephone & SS nos. Make sure they sign payroll.

Spanish Translators

- Need same information as for substitute inspectors.

Place Payroll in the clear Plastic folder in suitcase

If the payroll is not complete or is missing signatures, it cannot be processed & your pay will be delayed.



Election: _____

****** The Chairperson for this T/AD/ED is responsible for seeing that these forms are properly completed******

NOTE: The attached pages must be filled out and all information must be readable before this payroll can be processed.

Timesheet instructions are as follows:

1. If any part of the election worker's name / address / zip code / social security # is incorrect, have the worker print the correct information in the boxes provided.
2. If an election worker is not listed on the pre-printed timesheets, have him print his name / address / zip code / social security # on the add on pages of the timesheet and sign.
3. Each election worker must sign the timesheet in the box provided to the right of the correction boxes.
4. Chairperson must enter the time-in and time-out for each worker in the space provided beneath the signature box.
- 5. Do not enter anything in the far right (Misc Expenses) column. This data is for BOE use only.**

Chairperson: Print name, enter number of signatures, and sign.

_____, _____ hereby certify that I am a duly appointed Chairperson of the Board of Inspectors of Town of _____ AD _____ ED _____ County of Nassau, that I know each of the persons whose names are subscribed on this claim containing _____ signatures and that each person subscribed their name thereto in my presence.

DATE _____ SIGNATURE of CHAIRPERSON _____

Inspector Name/Address/Social Security #	Correction Boxes	Signature/Time In & Out	Misc Expenses
BENNETT, SUSAN A - Dem Insp John Doe – Dem Insp 1234 Main Street Anytown, USA	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	<div style="border: 1px solid black; padding: 5px;">  <small>BENNETT, SUSAN A</small> </div> Time In: Time Out: 	<div style="border: 1px solid gray; width: 50px; height: 20px; margin-bottom: 5px;"></div>
James Smith – Rep Insp 1111 Main Street Anytown, USA	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	<div style="border: 1px solid black; padding: 5px;">  <small>HUPFER, JUDITH A</small> </div> Time In: _____ Time Out: _____	<div style="border: 1px solid gray; width: 50px; height: 20px; margin-bottom: 5px;"></div>
	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	<div style="border: 1px solid black; padding: 5px;"> <small>PEREZ, DEBRA L</small> </div> Time In: _____ Time Out: _____	<div style="border: 1px solid gray; width: 50px; height: 20px; margin-bottom: 5px;"></div>
	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	<div style="border: 1px solid black; padding: 5px;"> <small>SILVER, ALAN M</small> </div> Time In: _____ Time Out: _____	<div style="border: 1px solid gray; width: 50px; height: 20px; margin-bottom: 5px;"></div>

If there are no errors under your name, please do not re-write your name & address

Chair Person Remember:

- **Voting Machines** – Make sure the voting machines are closed and locked.
- **Red Data Bag** – Make sure it is not put in the suitcase.
- **Supplies**- Gather up, organize and neatly put in the suitcase, all supplies including the Affidavit Orange Bag, Spoiled Blue Bag and Green un-scanned Ballot Bag for return to the Police Precinct. The Unused Ballot Pads should be in the Ballot Tote Bin *not* the suitcase.

Note: *All inspectors must stay with the chairperson until all work has been completed and the polls are closed.*

Return Suitcase & Election Materials



- **Who** – Each chairperson is responsible for the safe return of the Red Data Bag and suitcase.
- **When** – On Election Night, immediately after the polls have been closed.
- **Where** – To the Police Precinct indicated on the BOE suitcase.
- **How** – Hand in the Red Data Bag and the suitcase separately.

www.nassauvotes.com

- For training review visit nassauvotes.com
 - Election Day Open & Close DS200 Handbook
 - Reference Guides
 - Training Power Point

Thank you for Serving



**Without your service the
election could not take
place!**