

Poll Worker Training Series - Coordinators



www.nassauvotes.com

Instructions Outline

- Responsibilities
- Supplies & set up
- Opening the Polls
- 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 the AutoMARK
- Seals
- Closing the Polls

RESPONSIBILITIES

Responsibilities



- Responsibilities of the Poll Coordinator
 - Sets up the poll location
 - Privacy booths
 - AutoMARK
 - Handicapped-accessible table
 - Signage – Handicapped Signs; Double Voting
 - Oversees activities at the poll location
 - Assists voters with problems
 - Directs voters to correct voting table/site
 - Completes Voting Report (Return of Canvass)

Coordinators Set Up the following:

- **Privacy Booths**
 - Set up Privacy booths that would provide voter flow and PRIVACY.
 - Attach Magnifier
- **Set Up AutoMARK (BMD)**
 - Get key from Chairperson
 - Refer to Open-Close Handbook.
- **Assemble Handicapped-Accessible Table**
 - Refer to Open-Close Reference instructions.
- **Sign Documents**
 - Payroll • Oath of Office



Supplies

- Coordinator's Supplies in AutoMARK Cart & Poll Coordinator Bag



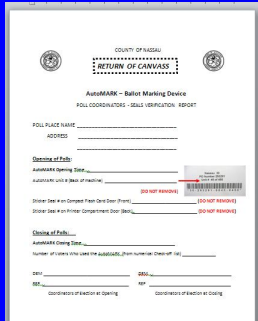
Coordinators' Supplies

There will be a Poll Coordinator's bag in the AutoMARK cart **but the keys to the cart** will be in a Chair person's Suitcase.

The chairperson with your key will have a Purple sticker on the outside of the Red Data Bag

The same Chair person will also have your payroll, which you and if assigned, the translator, sign.

Purple Bag contains



COUNTY OF ALABAMA
RETURN OF CANVASS
AutoMARK - Ballot Marking Device
POLL COORDINATOR'S - SEALS OBLIGATION REPORT

POLL PLACE NAME _____
ADDRESS _____

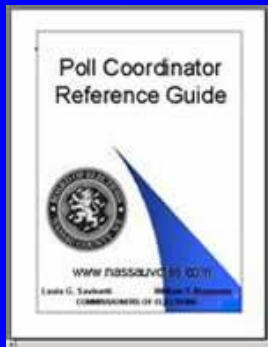
Checklist of Polls _____
AutoMARK Opening Date _____
AutoMARK Closing Date _____

Seals Used as an Original Seal One Seal From _____ (DO NOT REMOVE)
Seals Used as an Original Seal One Seal From _____ (DO NOT REMOVE)

Checklist of Polls _____
AutoMARK Opening Date _____
AutoMARK Closing Date _____

Number of Voters Who Used the AutoMARK Ballot Marking Device of 101 _____

DATE _____ BY _____
COORDINATOR OF ELECTIONS COUNTY _____



- Return of Canvass with Seals Report for AutoMARK (BMD) machine
- Gold Key for AutoMARK
- Poll Coordinator Reference Guide
- Open-Close Handbook for opening the AutoMARK
- Assembly Instructions for the Table
- Magnifiers (to attach to privacy booths)
- Pens/name tags/ruler/TAD pads/Emergency Phone Card
- Handicapped Signage.

Supplies (con't)

In the AutoMARK, you will find

- Earphones, sip and puff equipment, straws, ear covers for headphones, paddles, rubber gloves and extension cord.
- Nassau County Street List



Wheelchair accessible table

Signage

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	<input type="radio"/>
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	<input type="radio"/>
Party C C ⚙	Party C John Smith	<input checked="" type="radio"/>
	Party E Mary Jones	<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 first on the ballot.

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

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	<input checked="" type="radio"/>
Party B B ⚙	Party B Jane Doe	<input type="radio"/>
Party C C ⚙	Party C John Smith	<input checked="" type="radio"/>

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



Placed outside the building

Placed in Privacy Booths

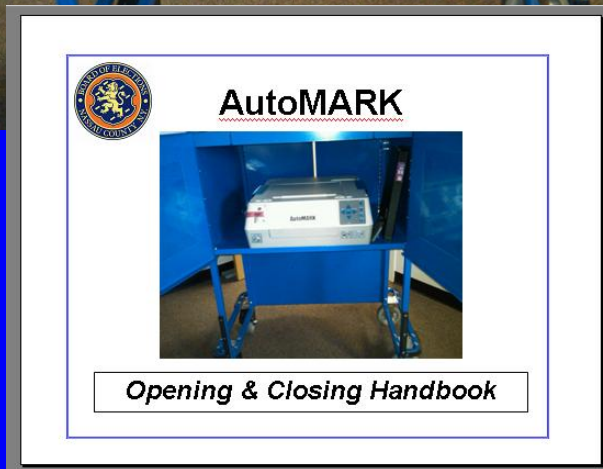
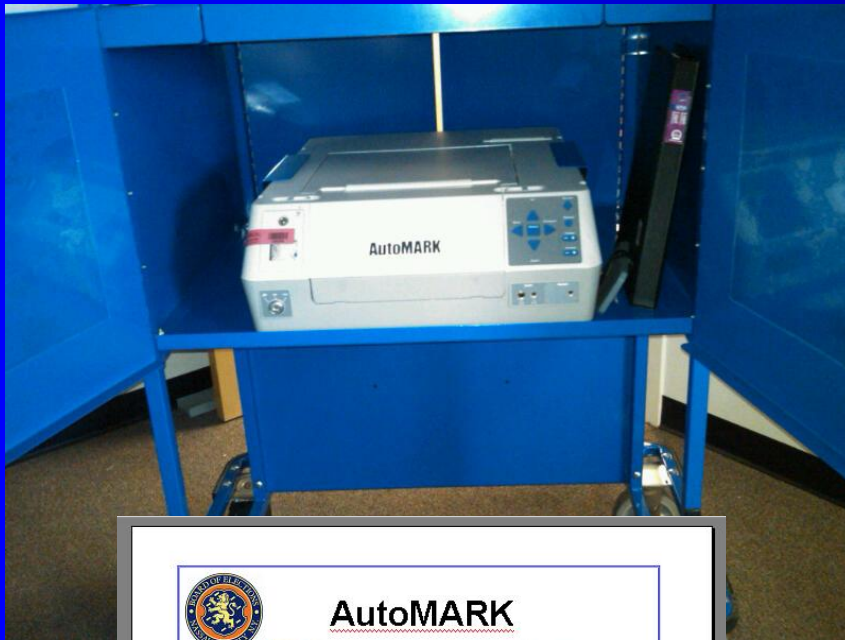
Open the Polls



- Time to arrive at poll - 5:15 am
- Time to open polls for voting - 6:00 am
- Problems:
 - **Missing inspectors** • Chairs report to the BOE
 - **Borrowing inspector** • If one party missing, you as the Coordinator may fill in if needed.
- Eating and Breaks :
 - 1 hour maximum for lunch and dinner.
 - Poll Coordinators do not take breaks together
 - Take breaks at slow voting times.
 - You do **NOT** take breaks at the end of the night



OPENING THE AUTOMARK



- *Keys for Cart with Chairperson; keys for BMD in purple bag*
- *Opening/Closing Cart*
- *Recording Seals*
- *Opening/Closing AutoMARK BMD*

Opening the AutoMARK



AutoMARK



Opening & Closing Handbook

Poll Coordinators Voting Report

Return of Canvass:

- Seals (2)
- Numerical Checklist – account for users of BMD
- Remarks –

Poll Coordinator – Return of Canvass

COUNTY OF NASSAU

RETURN OF CANVASS

AutoMARK – Ballot Marking Device
POLL COORDINATORS - SEALS VERIFICATION REPORT

POLL PLACE NAME _____
ADDRESS _____

Opening of Polls:
AutoMARK Unit # (Back of machine) _____
[DO NOT REMOVE]

Sticker Seal # on Compact Flash Card Door (Front) _____ [DO NOT REMOVE]
Sticker Seal # on Printer Compartment Door (Back) _____ [DO NOT REMOVE]

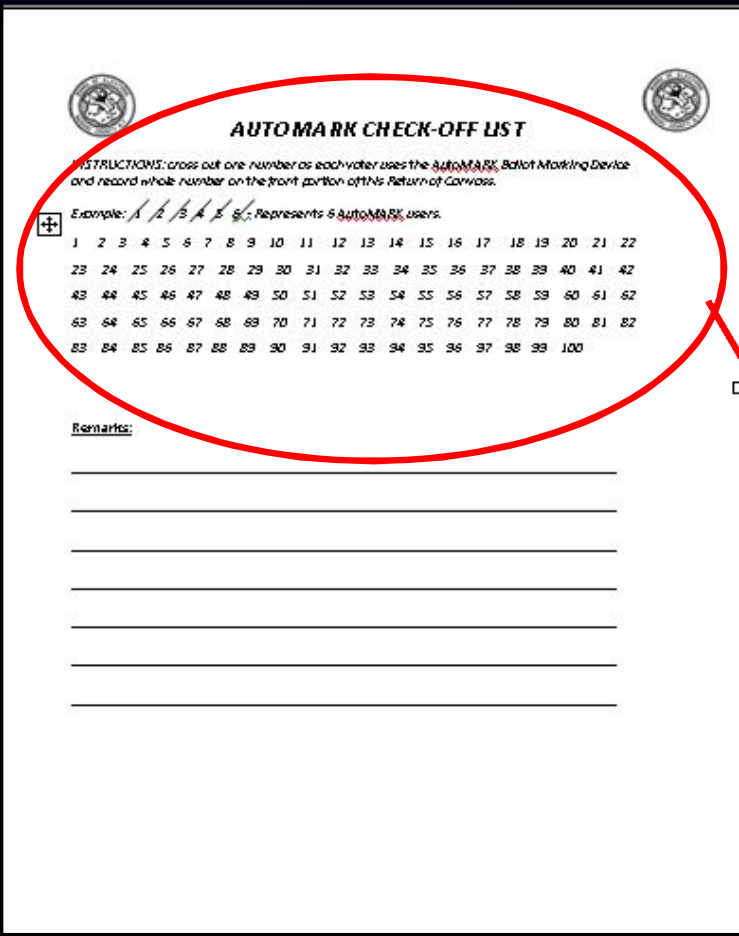
Closing of Polls:
Number of Votes Who Used the AutoMARK (from numerical Chek-off list) _____

DEM _____ REP _____
DEM _____ REP _____
Coordinators of Election at Opening Coordinators of Election at Closing

Recording Seals



Accounting for Voters



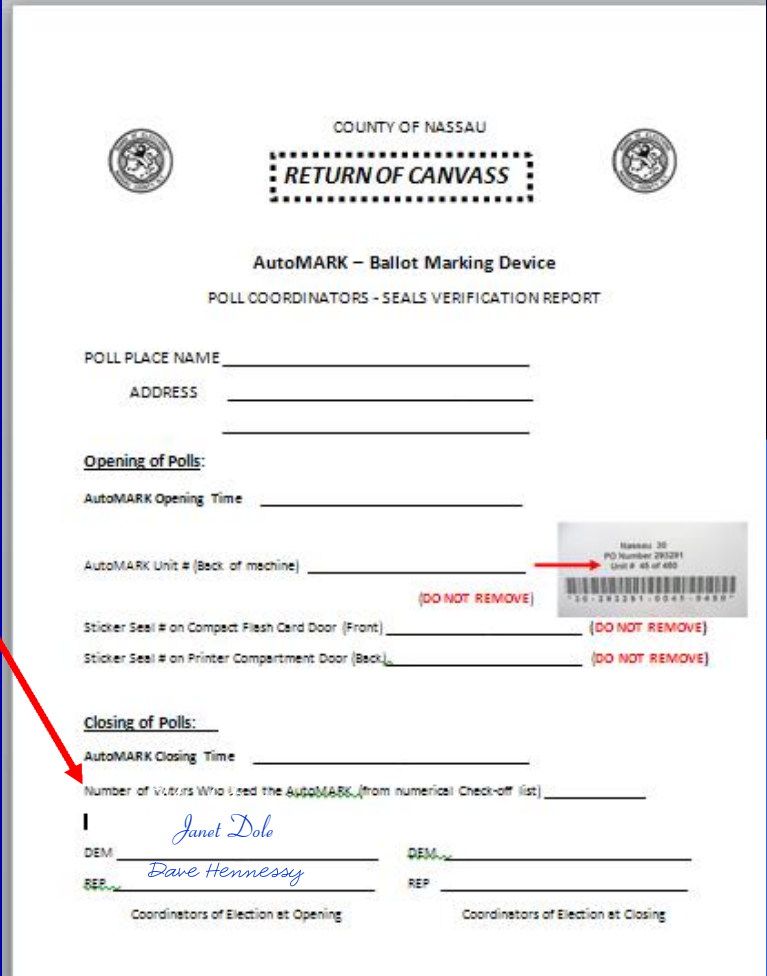
AUTO MARK CHECK-OFF LIST

INSTRUCTIONS: cross out one number as each voter uses the AutoMARK Ballot Marking Device and record whole number on the front portion of this Return of Canvass.

Example: *A B A B C*, Represents 5 AutoMARK users.

+	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				

Remarks:



COUNTY OF NASSAU

RETURN OF CANVASS

AutoMARK – Ballot Marking Device

POLL COORDINATORS – SEALS VERIFICATION REPORT

POLL PLACE NAME _____

ADDRESS _____

Opening of Polls:

AutoMARK Opening Time _____

AutoMARK Unit # (Back of machine) _____

(DO NOT REMOVE)

Sticker Seal # on Compact Flash Card Door (Front) _____ **(DO NOT REMOVE)**

Sticker Seal # on Printer Compartment Door (Back) _____ **(DO NOT REMOVE)**

Closing of Polls:

AutoMARK Closing Time _____

Number of Voters Who Used the AutoMARK (from numerical Check-off list) _____

DEM. *Janet Dolo* _____ DEM. _____

REP. *Dave Hennessy* _____ REP. _____

Coordinators of Election at Opening Coordinators of Election at Closing

Voting



- Voting Procedure

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

Who can vote on the DS200 or AutoMARK?

- a. All voters must sign the ledger Book

Poll Books & Privacy Sleeves

Voter must sign Poll
Ledger Book

BEFORE getting a
ballot!



Place ballot inside
Privacy Sleeve



Voters are directed to the Poll Coordinator if they wish to use the AutoMARK.

Advise voter that they are to return to the DS200 by table when they have completed marking their ballots.



How does the AutoMARK work?



How does it work?

- 1 Insert your paper ballot into the AutoMARK.
- 2 Your ballot will appear on the touch screen.
- 3 If you would like the ballot read to you, plug in and put on the headphones.
- 4 Touch the screen or use the keypad to move through the ballot and select your choices.
- 5 You may use your own personal A/B - style switch to access the AutoMARK.
- 6 Verify your selections and press "Mark Ballot". The AutoMARK will mark and return your ballot.
- 7 Remove your ballot and place it in the ballot box.

There are multiple ways for voters to use the AutoMARK:

- ✓ *Directly on the Touch Screen*
- ✓ *The Keypad (includes Braille)*
- ✓ *Rocker Paddle Device*
- ✓ *Sip-N-Puff Device*
- ✓ *Audio Headphones*

Voting

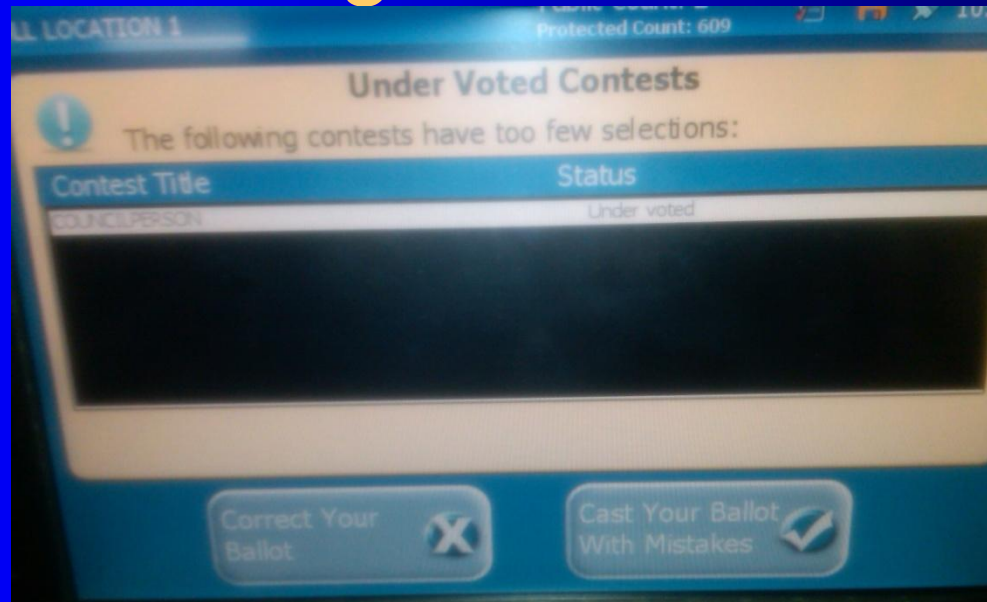
Ballot Messages

Thank you for voting.
Your ballot has been counted.

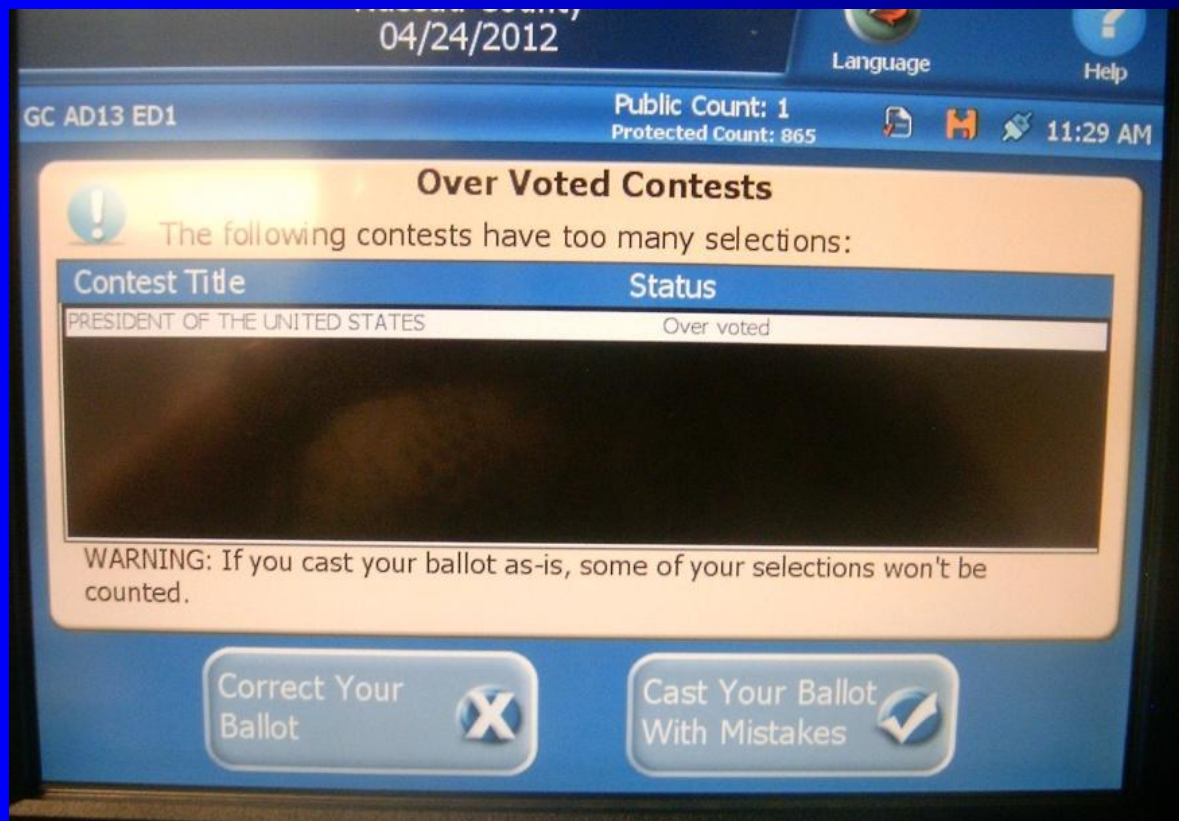
VOTE



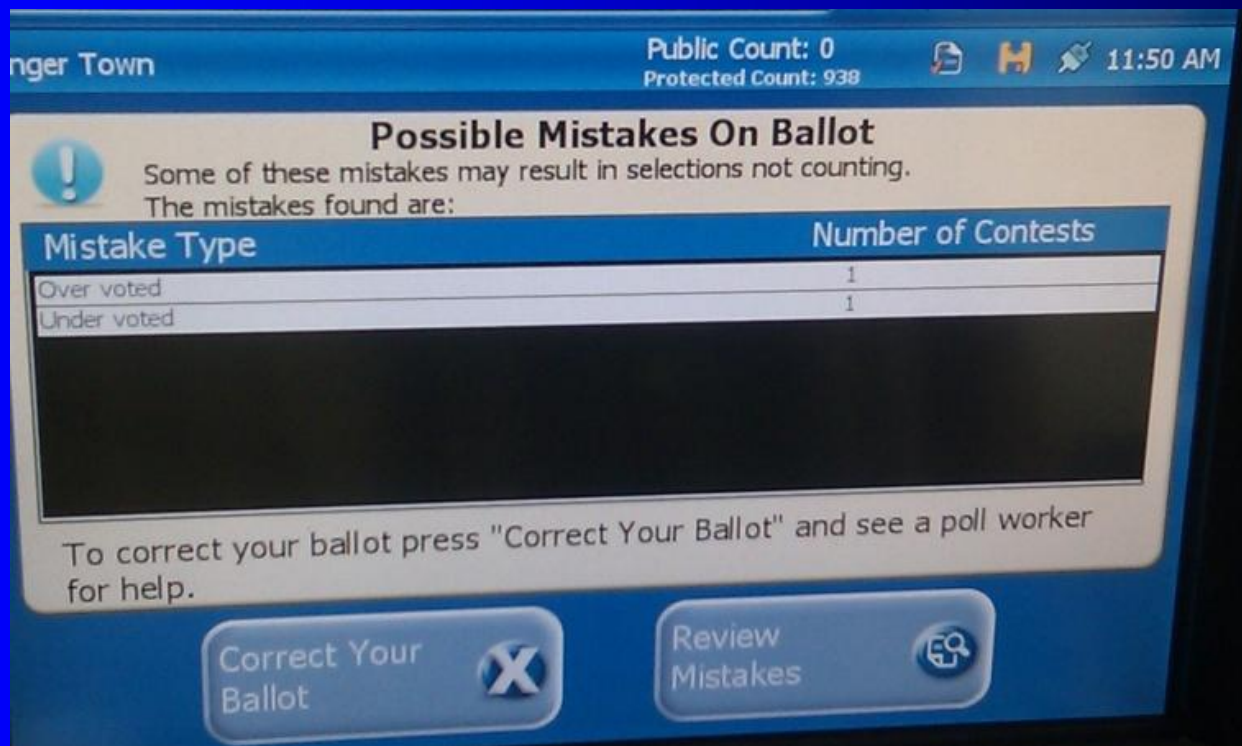
Ballot Messages



- 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.



- **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).

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.

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 of the ballot to see to what ED table the ballot belongs & bring it there.
- The “SPOILED” Ballot is deposited into the Blue SPOILED Ballots bag by a bi-partisan team

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.



Affidavits

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

Voting Procedure- continued



2. Affidavit Ballots — is given to

a voter who is not found in the ledger book, despite checking name for misspelling or their ED map for the address. If a voter is in the correct ED they can vote by Affidavit, 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 the ED or*
- c. *Voter lives in the ED, but name is missing.*

Poll Location – Street Finder

Nassau County Street Index by Town / City for General Election 2012

TOWN / CITY: ALBERTSON

STREET NAME	LOW RANGE	HIGH RANGE	ODD EVEN	T/AD/ED	POLLING LOCATION / ADDRESS
ALBERTSON AVE.	0	1	Both	416103	HERRICKS SR HIGH SCHOOL / 100 SHELTER ROCK RD
ALBERTSON AVE.	34	108	Even	416096	MEADOW DRIVE SCHOOL / 25 MEADOW DR
ALBERTSON AVE.	127	127	Odd	416096	MEADOW DRIVE SCHOOL / 25 MEADOW DR
ALBERTSON PKY.	16	148	Both	416108	SEARINGTOWN SCHOOL / 106 BEVERLY DR
AMHERST RD.	6	92	Both	416085	WILLET ROAD SCHOOL / 455 I U WILLETS RD
ARGYLE RD.	6	81	Both	416085	WILLET ROAD SCHOOL / 455 I U WILLETS RD
ARLEIGH DR.	11	145	Both	416108	SEARINGTOWN SCHOOL / 106 BEVERLY DR
ASHFORD PL.	9	14	Both	419030	ALBERTSON H & L COMPANY / 100 I. U. WILLETS RD
ASHLEY CT.	2	8	Even	416108	SEARINGTOWN SCHOOL / 106 BEVERLY DR
BAGLEY AVE.	9	30	Both	419030	ALBERTSON H & L COMPANY / 100 I. U. WILLETS RD
BARRY PARK CT.	1	45	Both	416103	HERRICKS SR HIGH SCHOOL / 100 SHELTER ROCK RD
BERRY PL.	5	41	Both	416096	MEADOW DRIVE SCHOOL / 25 MEADOW DR
BETHEL RD.	73	147	Both	419030	ALBERTSON H & L COMPANY / 100 I. U. WILLETS RD
BEVERLY DR.	18	100	Both	416108	SEARINGTOWN SCHOOL / 106 BEVERLY DR
BIRCH HILL.	0	9999999	Both	416101	SEARINGTOWN SCHOOL / 106 BEVERLY DR
BRANTON PL.	0	9999999	Both	416096	MEADOW DRIVE SCHOOL / 25 MEADOW DR
CAMPBELL PKY.	0	9999999	Both	416085	WILLET ROAD SCHOOL / 455 I U WILLETS RD
CHAFFEE AVE.	1	37	Odd	416108	SEARINGTOWN SCHOOL / 106 BEVERLY DR

Reading the Street List

- *1st Street Name*
- *2nd Column – Low Range*
 - *House number - ‘from’*
- *3rd Column – High Range*
 - *House number – ‘to’*
- *4th Column – Odd/Even*
 - *Both, if house numbers are either Odd or Even*
 - *Odd, if house number ends in an odd number e.g. 2009*
 - *Even, if house number ends in an even number e.g. 1008*
- *5th Column – T/AD/ED*
 - *Town/ Assembly District/ Election District*
- *6th – Polling Location /Address*

AutoMARK voters

Same procedures apply to all voters

Sign the book!

- Chairperson or Inspector will notify the Coordinator that there is an AutoMARK voter;
- Coordinator escort the voter to the AutoMARK and you will need to escort them back to the table when they are finished having their ballot marked so that they can cast their votes on the DS200

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.



Voter Assistance



- **Voter Assistance**

Who May Assist the Voter?

- a. Anyone of their choice - except, their union representative or employer
- b. Coordinators, if voter needs assistance at the AutoMARK both a Republican & Democrat assists the voter
- c. Spanish Translators – Where required, only translate; they do not give advice. (A Justice Dept. requirement)

Poll Watchers

- **Poll Watchers**

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

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**

- Chairperson will notify the BOE
- The Emergency Bin is opened
- Voter uses bin to cast ballots while waiting for repair
- When fixed, open Emergency Bin flap lifted and re-sealed
- Voting resumes on DS200



Closing the AutoMARK BMD

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



AutoMARK



Opening & Closing Handbook

Completing the Voting Report

COUNTY OF NASSAU
RETURN OF CANVASS

AutoMARK – Ballot Marking Device
POLL COORDINATORS - SEALS VERIFICATION REPORT

POLL PLACE NAME _____
ADDRESS _____

Opening of Polls:
AutoMARK Opening Time _____

AutoMARK Unit # (Back of machine) _____
(DO NOT REMOVE)

Sticker Seal # on Compact Flash Card Door (Front) _____ (DO NOT REMOVE)
Sticker Seal # on Printer Compartment Door (Back) _____ (DO NOT REMOVE)

Closing of Polls:
AutoMARK Closing Time _____

Number of Voters Who Used the AutoMARK (from numerical Check-off list) _____

DEM. Janet Dolo
Dave Hennessy
Coordinators of Election at Opening

DEM. Janet Dolo
Dave Hennessy
REP. _____
Coordinators of Election at Closing

1. *Indicate the time of closing*

2. *Mark off the # of AutoMARK voters*

3. *Sign the Report*

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.

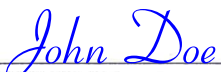

Timesheet instructions are as follows:

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
John Doe – Dem Insp 1234 Main Street Anytown, USA	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<div style="border: 1px solid black; padding: 5px; text-align: center;">  BENNETT, SUSAN A </div> Time In: _____ Time Out: _____	<input type="text"/>
James Smith – Rep Insp 1111 Main Street Anytown, USA	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<div style="border: 1px solid black; padding: 5px; text-align: center;">  HUPFER, JUDITH A </div> Time In: _____ Time Out: _____	<input type="text"/>
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> PEREZ, DEBRA L </div> Time In: _____ Time Out: _____	<input type="text"/>
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> SILVER, ALAN M </div> Time In: _____ Time Out: _____	<input type="text"/>

Poll Coordinator Remember to

- Complete Return of Canvass – Closing Polls
- Put all papers (Return of Canvass, Oath of Office, etc.) in the Coordinator's Bag
- Remove Magnifiers & place in Poll Coordinator Bag
- Return Poll Coordinator Bag with the supplies to the AutoMARK cart
- Place AutoMARK BMD gold key in Coordinator bag
- Place all AutoMARK accessories in the back of the cart
- Place disassembled Table on top of BMD
- Return AutoMARK cart key to the Chairperson from whom you received the keys in the morning
- Remain at Polls until everyone is done.

www.nassauvotes.com

- For training review visit nassauvotes.com
 - Election Day Open & Close AutoMARK Handbook
 - Poll Coordinator Reference Guide
 - Assembly Instructions for table
 - Today's Power Point Training

Thank you for Serving



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