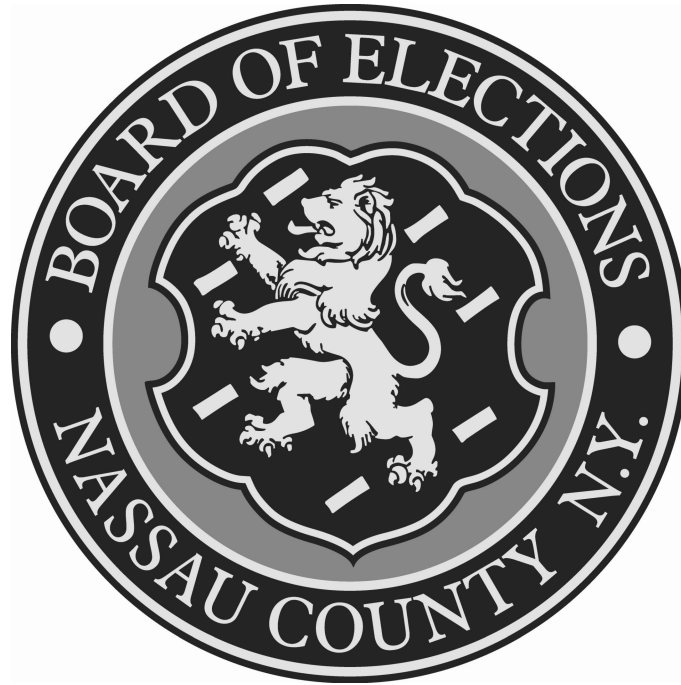


NASSAU COUNTY BOARD OF ELECTIONS



# Reference Guide for Inspectors

Louis G. Savinetti

William T. Biamonte

COMMISSIONERS OF ELECTIONS

**Nassau County Board of Elections  
Information for Elections Inspectors**

This information is designed for Election Inspectors entrusted with conducting Primary, Special and General Elections.

It is the task of the Inspector to render the best possible service to all voters on Election day. A study of this booklet should enable you, the Inspector, to do the work expected by the electorate as well as by the Board of Elections.

***A Message to Inspectors***

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

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

This Reference Guide, the County Board of Elections' training course and the other aids supplied to you describe your responsibilities in detail. We believe that the essence of your job lies in two main goals: To help qualified voters to vote; and to ensure that their votes are properly counted. You can accomplish these goals by maintaining a helpful attitude and by applying election law and procedures as you have learned them.

The work of an inspector can be complex and often tiring, but when you have done the job well, you will know that the voters of your Election District have been well served. On their behalf, and on behalf of all the county's citizens, we thank you for your service.



Commissioners of Elections

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## Opening Your Polling Place

Inspectors must arrive at poll at 5:15 am. The polls open at 6:00 am. If the building is locked when you arrive, immediately call the Board of Elections number printed on the YELLOW card in your folder. If your board has no chairperson you should elect one, and then follow these procedures:

1. Take inventory of the supplies in your suitcase. Make sure you have:

- Poll Ledger books including Inspector Remarks & Challenge Report
- Green Un-Scanned Ballots bag
- Blue Spoiled Ballots bag
- Orange Affidavit Ballots bag
- Red Data bag with keys, seals and Election Code
- Privacy Sleeves (manila folders) printed with your Town, Assembly and Election District
- Affidavit ballot envelopes in English and Spanish
- SPOILED stamp, Display ballots
- Polling Place, Voters' Bill of Rights and Distance Marker signs
- Payroll, Organization of the Board, Oath of Office
- TAD Table Identity Sign, Street list and Map
- Reference Guide for Inspectors (in yellow folder)

## REFERENCE GUIDE FOR INSPECTORS

- Opening & Closing Handbook
- Supplies folder: pens, pencils, paper clips, scotch tape, thumb tacks, name labels, scissors
- Yellow Folder: Language Assistance Information, Poll Inspectors' Reference Guide, Yellow Emergency Numbers Card, Return of Canvass with Seals Verification Report and Numerical Check-off List
- Voter Registration Forms
- Sample Ballot for each table

### 2. Set up your polling place.

Place distance marker (NO ELECTIONEERING SIGN), 100 feet from the entrance to your polling place. Place polling place sign on the front door of your location making sure that it is clearly visible from the nearest roadway. Place the Voters' Bill of Rights at eye-level for voters. You will get two Display Ballots.

**In a Primary, display one for each party having a Primary in your ED.**

Inspectors are to wear identification badges. Put a copy of the street list and map for your Election District on the table for easy reference.

#### **Note**

Prominently display your Town/Assembly District/Election district by your table. Display the Correct Way to Mark a Ballot on your table.

**There will only be ONE SAMPLE BALLOT for each table**



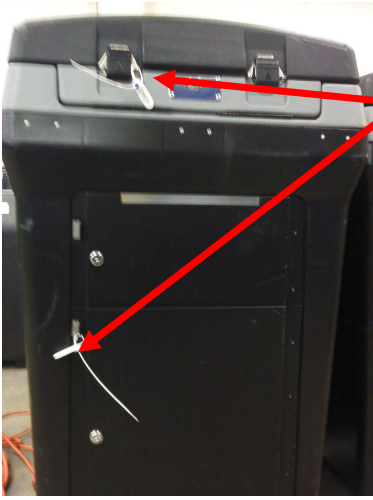
### 3. **THE DS200 SCANNER:** Confirm that the license plate on the DS200 is the correct voting machine for your Election District.

- ❖ To Open the DS200, use the "Election Day Opening & Closing Handbook" provided with your supplies
- ❖ One Inspector reads the steps, while a second carries them out

### 4. Complete the Opening of the Return of Canvass (sample on page 5).

### 5. Enter the public and protective counter numbers (The protective counter number represents the number of times this machine has been voted on since it left the factory.) Fold neatly and place tape in the Red Data Bag.

## REFERENCE GUIDE FOR INSPECTORS



Have all Inspectors sign the statement certification at the bottom of the page.

6. Inspect all the seals. Have one chairperson read off the numbers while the other records the numbers on the Seals Verification Report of the Return of Canvass
7. Open the Emergency Ballot Bin (top door) of the Scanner – make sure it is empty. Re-close leaving the flap up.
8. Open the Ballot Bin Door and remove the Blue Tote Bin, extension cord and privacy screens. Remove seal from Blue Tote bin and record on Seals Report. Locate the ballot pads inside the bin for your Election District. Return Blue Tote Bin to the Ballot box, opening flaps inside to allow for ballots to drop.

### Note

If the pads are not for your Election District contact the Board. Remember to record the ballot pad numbers on the Return of Canvass

9. Place one pad on your table, keeping the remaining pads in your suitcase until needed. Have pens available for the voters.
10. Discuss work assignment and breaks with the Chairperson.
11. **SIGN THE PAYROLL.**

Remember you cannot open the polls until at least one Inspector from each political party has arrived. **A board of inspectors can legally function as long as one inspector from each party is present.**

If you are short an Inspector and there are other election districts in your polling location, see if you can borrow an Inspector from that board. If an Inspector does not arrive, check to see if they are simply delayed. If the Inspector will not be working, notify the Poll Coordinator at your Polling place.

The chairperson then administers the Oath of Office to the substitute who neatly prints his/her name, address and social security number on the payroll sheet. Sign both the oath and the payroll. Put an 'X' over the information on the payroll for the non-working inspector.

REFERENCE GUIDE FOR INSPECTORS



COUNTY OF NASSAU



RETURN OF CANVASS

TOWN or CITY \_\_\_\_\_ POLL LOCATION \_\_\_\_\_

ASSEMBLY DISTRICT \_\_\_\_\_

ELECTION DISTRICT \_\_\_\_\_

Opening of Polls :

Public Counter Number on DS200 Optical Scanner \_\_\_\_\_

Protective Counter Number \_\_\_\_\_

Number of Ballot Pads delivered \_\_\_\_\_ Number Sequence from 1 through \_\_\_\_\_

Closing of Polls : DO NOT REMOVE DATA STACK FROM SCANNER UNTIL ALL TAPES ARE RUN

Public Counter Number on DS200 Optical Scanner \_\_\_\_\_

Protective Counter Number \_\_\_\_\_

Number of voted and scanned Ballots \_\_\_\_\_ (including emergency)

Number of Spoiled Ballots \_\_\_\_\_ (if any - if none write "0")

Number of Affidavit Ballots \_\_\_\_\_ (if any - if none write "0")

Number of Un-scanned Ballots \_\_\_\_\_ (if any - if none write "0")

TOTAL NUMBER OF BALLOTS  $\neq$  \_\_\_\_\_ \*

Number on last un-voted ballot stub \_\_\_\_\_ (this must equal 10 (ALAKA 1)')

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 ANY OTHER PERSON TOUCHED THE INTERIOR OF ANY MACHINE OR ITS MECHANISM.

\_\_\_\_\_  
\_\_\_\_\_

Inspectors of Election Opening

\_\_\_\_\_  
\_\_\_\_\_

Inspectors of Election at Closing





## Appointment of Inspectors

Inspectors of Elections are appointed by the Board of Elections annually. They hold office for the full term provided they perform the duties of the office to the satisfaction of the Board of Elections and remain a qualified voter in the County. Each Inspector must be recommended for appointment by the County Chairman of their political party. On the County Chairman's recommendation, the Board of Elections must replace them with a new appointee.

## Organization of the Board

Inspectors are responsible for the conduct of the election within the boundaries of their Election District. They elect a chairman of the Election District Board (*by lot if a majority cannot agree*).

All permanent Inspectors must take the Oath of Office and sign oath on the left side of the form. Temporary substitutes must take the oath and sign on the right side of the form. If there are permanent replacements, they must take the oath and sign on the left side of the form.

**This form is to be returned to the Board in Envelope for Important Supplies. Your name, address, phone number and social security number must be included on the form**

Your social security number is not used for FICA. Our computer system uses social security numbers to make sure that you are not in the system more than once.

**Inspector's Overall Duties**

Inspectors should be familiar with:

1. Voter qualifications.
2. Registration Procedures.
3. Enrollment Procedures.
4. Various ballot and special voting procedures.
5. How to operate the DS200 Scanner.
6. Procedures for Emergency ballots.
7. Procedures for challenging votes.
8. Canvassing vote results.

**Duties of Chairperson**

1. Accounting for and distributing all election district supplies.
2. Ensuring that all required forms are filled out completely and accurately.
3. Making Inspector duty assignments, and arranging for meal times and short breaks.
4. Making sure **payroll is signed. Chairperson signs twice.**
5. **RETURN SUPPLIES to the POLICE PRECINCT.** Please have **Red Data Bag** with keys outside the suitcase. Hand both to an officer.

**To Serve As An Inspector, You:**

- ❖ Must be a registered voter and resident of the county in which you work.
- ❖ Cannot hold any public elective office or be a candidate for any public office or party position to be voted by voters of the district in which you will work.
- ❖ May not be the spouse, parent or child of a candidate running for office in the district in which you will work.
- ❖ Must be able to clearly speak, read and write the English language.
- ❖ Must be certified as an inspector by the County board of Elections after having attended an official training class and passing a written test.

Sample Organization of the Board

Board of Elections  
NASSAU COUNTY, NEW YORK

PERMANENT INSPECTORS ONLY !  
ORGANIZATION OF BOARD OF INSPECTORS



RETURN THIS FORM AND OATHS OF OFFICE IN PAYROLL ENVELOPE

City or Town of \_\_\_\_\_ Assembly District No. \_\_\_\_\_ Election District No. \_\_\_\_\_

Date Organized \_\_\_\_\_

ESSENTIAL INFORMATION DO NOT OMIT

Name Home Telephone # Business Telephone # Social Security #

Rep. Inspector			
Rep. Inspector			
Dem. Inspector			
Dem. Inspector			

\_\_\_\_\_  
Chairpersons Signature

REFERENCE GUIDE FOR INSPECTORS

Sample Oath of Office

DATE \_\_\_\_\_ TOWN \_\_\_\_\_ AD \_\_\_\_\_ ED \_\_\_\_\_

All permanent Inspectors must take Oath of Office and sign below.  
You must include social security number

**OATH OF OFFICE**

I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and I will faithfully discharge the duties of the office of INSPECTOR OF ELECTIONS or CLERK in and for the county of Nassau to the best of my ability.

**PERMANENT INSPECTORS**

All permanent Inspectors sign below after taking Oath of Office.

During two-year term: All new Inspectors who are permanent replacements sign below after taking Oath of Office.

You will be receiving your Certificates of Appointment for the two year term.

<u>Party</u>	<u>Name and Address</u>
REP	_____
	_____
Tel. #	Soc. Sec. # _____
REP	_____
	_____
Tel. #	Soc. Sec. # _____
DEM	_____
	_____
Tel. #	Soc. Sec. # _____
DEM	_____
	_____
Tel. #	Soc. Sec. # _____

INS-20-00

Any temporary substitutes must take the oath and sign below. You must include social security number.

**TEMPORARY INSPECTORS**

The undersigned Inspectors, having been appointed by the BOE or by an Inspector of the same political party to fill a vacancy, served as temporary replacements on the date indicated, and have taken the Oath of Office by an Inspector

<u>Party</u>	<u>Name and Address</u>
	_____
	_____
Tel. #	Soc. Sec. # _____
	_____
	_____
Tel. #	Soc. Sec. # _____
	_____
	_____
Tel. #	Soc. Sec. # _____
	_____
	_____
Tel. #	Soc. Sec. # _____

**ALL CLERKS**

(Two voting machines; absentee ballots)

The undersigned Clerks, having been appointed by the Board of Elections or by an Inspector of the same political party to fill a vacancy, served on the date indicated and have taken the Oath of Office, administered by an Inspector.


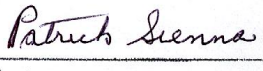
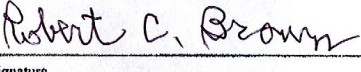
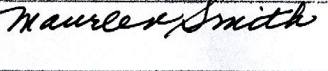
<u>Party</u>	<u>Name and Address</u>
REP	_____
	_____
Tel. #	Soc. Sec. # _____
DEM	_____
	_____
Tel. #	Soc. Sec. # _____

REFERENCE GUIDE FOR INSPECTORS

Payroll

Election: 091404 2004 PRIMARY ELECTION 09/14/2004 Election Pay: Timesheet - Add On Page

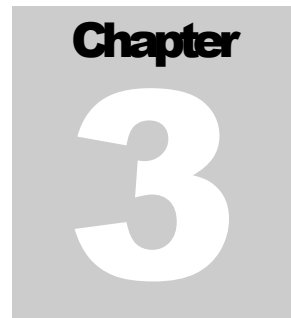
T/AD/ED # 214020

Inspector Name/Address/Social Security #	Signature/Time In & Out	Misc Expenses
Name/Position : Catherine Thompson, Rep. Chair Address : 292 Verona Place City/Zip Code : Valley Stream, NY 11580 Social Security # : <input type="text"/>	Signature:  Time In: 5 <sup>30</sup> am Time Out: 9 <sup>00</sup> pm	<input type="text"/>
Name/Position : Patrick Sienna, Dem. Insp. Address : 16 Camdyke Street City/Zip Code : Valley Stream, NY 11580 Social Security # : <input type="text"/>	Signature:  Time In: 5 <sup>30</sup> am Time Out: 9 <sup>00</sup> pm	<input type="text"/>
Name/Position : Robert C. Brown, Rep. Insp. Address : 2 Buscher Avenue City/Zip Code : Valley Stream, NY 11580 Social Security # : <input type="text"/>	Signature:  Time In: 5 <sup>30</sup> am Time Out: 9 <sup>00</sup> pm	<input type="text"/>
Name/Position : Maureen Smith, Dem. Insp. Address : 872 Hamilton Place City/Zip Code : Valley Stream, NY 11580 Social Security # : <input type="text"/>	Signature:  Time In: 5 <sup>30</sup> am Time Out: 9 <sup>00</sup> pm	<input type="text"/>
Name/Position : <input type="text"/> Address : <input type="text"/> City/Zip Code : <input type="text"/> Social Security # : <input type="text"/>	Signature: <input type="text"/> Time In: _____ Time Out: _____	<input type="text"/>



There are separate payrolls for each Primary, Special, and General Election. Payroll records are to be completed and returned with the supplies for each election. Inspectors will be paid separately for each election that they work.

**All Inspectors, Translators and Poll Coordinators who work must sign the payroll, and the Chairperson must sign in two places.** Carefully print the name and address of all new Inspectors, substitutes, and extra clerks. **Errors on payroll sheets will delay payment so be careful and accurate. You must enter your social security number on the payroll.**



## ***YOU ARE IN CHARGE***

### ***Conduct of Election/Preserving Order/Poll Watchers***

**Y**ou are in charge. However, if you have any problems or concerns or a voter questions your authority, call the Board of Elections (see Yellow card) for a ruling.

#### **POLL WATCHERS**

A poll watcher is a representative of a candidate, political party or independent group who observes the election.

In a primary or general election, any candidate on the ballot, or any political committee, may have three watchers for each election district at any one time.

#### Poll Watchers are entitled to:

1. Be present at the polls from 15 minutes before the opening. They may also be present after the closing of the polls until the signing of the Inspectors' Report and the proclamation of results.
2. View the unlocking of the voting machine. However, they must not handle any of the election records or machinery.
3. Challenge persons who they believe are not qualified to vote.
4. Observe the canvass of the vote.

**NOTE:** Poll Watchers may not assist, in any manner, in the conduct of the elections or participate in any electioneering at the polling site. Only one Watcher from each political party, committee or independent body may be within the guardrail at any time.



## POLL WATCHER CERTIFICATION

All Poll Watchers must have a written certificate issued by the chairperson or secretary of the political party or independent body or candidate. In a primary, this can be signed by two or more candidates. The certificate must be given to the Board of Inspectors of each election district in which the Poll Watcher serves.

Poll Watchers must be qualified voters in the county in which they serve. They may be a committee person or candidate. Watchers may be relieved by another Watcher, but all must have certificates.

**Please note:** Poll Watchers are NOT entitled to any copies of Results tapes.

Chapter  
4

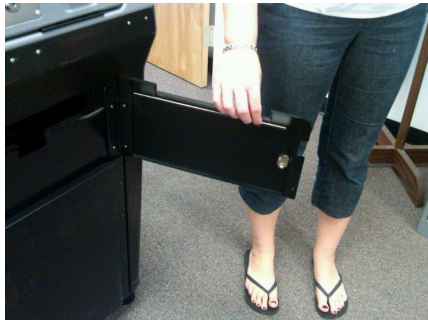
## VOTING MACHINE TROUBLE

### *Emergency Ballots*

If you have any trouble with the DS200 Scanner refer to the **Trouble Shooting Guide** in your supplies. If you cannot correct the problem notify the Poll Coordinator in your Polling Location. They will contact the BOE.

There are **NO** separate **Emergency Ballots** – everyone uses the same ballot.

1. In the event of a breakdown, open the door of the Emergency Bin with the silver key.
2. Pull the silver flap down and re-lock the door.
3. Take a strap seal from the **Red Data Bag**, record the number on the Seals Report and seal the Emergency Ballot Bin door.
4. Have the voter place their completed ballot into the slot of the EMERGENCY Bin. DO NOT FOLD BALLOT
5. When the DS200 is repaired, re-open the Emergency Bin and lift the silver flap to prevent any further ballots from being placed in it; place a new strap seal (*from Red Data Bag*) and record seal number on the Seals Verification Report.
6. At the end of the evening, a bipartisan team will re-open the EMERGENCY Bin and scan these Emergency ballots.
7. When scanning – any ballots that have Errors, Under-Votes or Over-Votes, must be ejected from the scanner and put into the **GREEN UNSCANNED BALLOTS** bag.
8. Un-Scanned ballots must be accounted for on the Un-Scanned check-off list on the back page of the Return of Canvass.



**Note:**  
**VOTERS DO NOT SIGN EMERGENCY BALLOTS.**  
 Emergency Ballots do **NOT** get put in an Affidavit Envelope



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9. In the event there is a machine breakdown at the end of the evening all of the un-scanned ballots must be placed in the **GREEN UNSCANNED BALLOTS** bag.



## IDENTIFICATION REQUIREMENTS

### Who is required to show identification?

All voters listed in the poll ledger with an  icon next to their names must present **EITHER**:

(1) Current and valid photo identification with the voter's name and picture.

-- OR --

(2) A copy of a current utility bill, bank statement, government check, paycheck or government document that shows the name and address of the voter.

*If the voter is unable to present one of the above,* he or she is not permitted to vote on a voting machine. Tell the voter that he or she is entitled to vote by **Affidavit Ballot**, which will be duly counted and offer the voter an affidavit ballot. The voter may choose to decline to vote by affidavit, and may return to the polling place with identification or go to Supreme Court and ask to present his or her case to a judge, but do not require the voter to do either.

**(1) Photo Identification – examples include, but are not limited to:**

**Note:** *Photo identification does not require the voter's address. Most identification does not have an expiration date; assume that it is current unless it has an expiration date and it has expired. Assume that photo identification is valid so long as it shows no signs that it has been altered or fabricated.*

- ✓ NY or out-of-state driver licenses
- ✓ Passports
- ✓ Student identification cards
- ✓ Photo debit or credit cards
- ✓ Pilots' licenses
- ✓ Discount cards issued to senior citizens or persons with disabilities by a public authority
- ✓ Employee or volunteer identification cards
- ✓ Or any other form of photo identification that includes the voter's name and shows no signs of being fabricated or altered.
- ✓ Non-driver identification cards
- ✓ Military or military dependent identification cards
- ✓ Insurance plan identification cards
- ✓ Pistol or firearms permits
- ✓ Government photo identification cards
- ✓ Access-A-Ride cards
- ✓ Health club identification cards

**(2) Utility Bill, Bank Statement, Government Check, Paycheck or Government Document – examples include, but are not limited to:**

*Note: A document is current if it bears the voter's current address.*

- ✓ **Utility bills include:** bills from electric, gas, heating oil, propane, water, telephone, or cable providers
- ✓ **Bank statements include:** bank statements, investment account statements, brokerage statements, pension fund statements, dividend checks, or other correspondence from a financial institution to a person with an established relationship with the institution
- ✓ **Government checks include:** Social Security Administration check statements, government or military paychecks or paycheck stubs
- ✓ **Paychecks include:** a paycheck, paycheck stub or any document or statement provided to an employee by his or her employer evidencing income
- ✓ **Other government documents include:**
  - ✓ Voter registration cards
  - ✓ Electronic benefit transaction (EBT) cards
  - ✓ Public housing lease or rent statements and agreements or rent statement agreements provided pursuant to subsidized housing programs
  - ✓ Correspondence or bills from a federal, state or local government
  - ✓ Hunting, fishing or trapping licenses
  - ✓ Unemployment
  - ✓ Interim driver licenses or computer-generated learner permits
  - ✓ Tuition statements or bills from public colleges and universities (e.g., SUNY and CUNY)
  - ✓ Public housing identification cards
  - ✓ Government homeless shelter or transitional housing identification cards
  - ✓ Discharge certificates, pardons or other official documents issued in connection with the resolution of a

**REFERENCE GUIDE FOR INSPECTORS**

- insurance statements
- ✓ Tribal identification cards
- ✓ Any document or statement provided to a taxpayer evidencing income or eligibility for a tax deduction or tax credit
- ✓ Social Security Administration benefits statements
- criminal case, indictment, sentence or other matter, in accordance with state law
- ✓ I.R.S. statements
- ✓ Insurance cards issued pursuant to government administered or subsidized health insurance programs (e.g., Medicare and Medicaid cards)

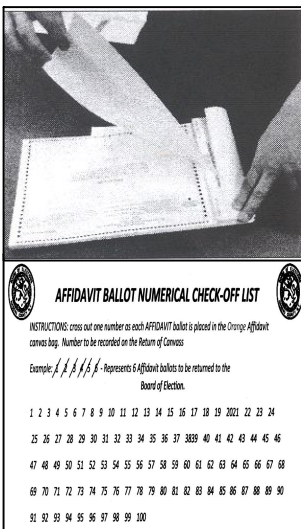
## AFFIDAVIT BALLOTS

If a voter is not found in the ledger book, first check for misspelling or check map for address in your Election District. Then, if the voter belongs in your Election District, they can vote by Affidavit only if:

- a. Voter's name appears on Inactive List in the back of the poll ledger book and they have not moved from the address listed. (BOE will notify the voter that their record will be reinstated as Active);\* or
- b. Registered voter recently moved into your Election District; or
- c. Voter lives in your Election District, but name is missing.

### AFFIDAVIT BALLOT PROCEDURE

1. Carefully remove the ballot from the pad and check off the AFFIDAVIT box on the ballot pad & cross out a number on the Affidavit check off list on the back of the Return of Canvass.
2. Fold the ballot (in 4) and place in the Affidavit Envelope before handing it to the voter.
3. Instruct voter that they are to fill out all questions on both sides of the envelope and sign the front of the envelope only – not the ballot. Direct voter to a privacy booth to mark the ballot and advise them to return to your table. where they must sign the back of the Affidavit Ballot Envelope in the presence of an Inspector



**REFERENCE GUIDE FOR INSPECTORS**

4. Inspectors check front of envelope for legibility, completeness & signature of voter.
5. A Republican & Democratic Inspector must enter the Town/AD/ED & initial the envelope after the review.
6. Place Affidavit Envelope in the sealed **ORANGE AFFIDAVIT BALLOTS** Bag.



**DO NOT** let any voter in the wrong T/AD/ED vote by Affidavit. (***Their vote will not be counted. Have them ask the Poll Coordinator for their correct Election polling place location***)

**DO NOT** let any voter place an Affidavit Ballot in the scanner

\* A new federal law has been established to update and correct voter lists in all counties in the United States.

In conjunction with the U.S. Postal Service, your local Board of Elections is notified by the Post Office that mail has been forwarded from an address. This could constitute a move by a voter.

The Board of Elections then sends out a confirmation notice asking voters to verify whether or not they have moved. If voter responds that they have not moved, their status will be changed back to active.

However, if the voter does not respond they will be placed in inactive status. In order to be reinstated to active status and allowed to vote, they must contact the Board of Elections. If a voter on the inactive list comes to vote and has not moved, they may vote by affidavit ballot - **not on the machine.**

# NOTICE TO VOTERS

(Section 8-302(3-a) NYS Election Law)

IF YOUR POLL RECORD IS MISSING, OR FOR A PRIMARY ELECTION YOUR POLL RECORD DOES NOT SHOW ENROLLMENT IN THE PARTY IN WHICH YOU CLAIM TO BE ENROLLED,

YOU MAY SEEK TO VOTE BY ONE OF THE FOLLOWING METHODS:

1. AFFIDAVIT BALLOT: If you are able to swear under oath that you live in the election district in which you are seeking to vote and that you are presently registered to vote in Nassau county, (and in a primary election, that you are also enrolled in the appropriate party) the election inspectors are required to give you a paper ballot on which you may cast your vote.

Place the voted ballot in the envelope provided and carefully complete your affidavit on the outside of the envelope, making sure to give your correct residence address. The envelope will be returned, unopened, to the Board of Elections. If the Board determines that you are an eligible voter in that election district, your ballot will be counted. You will be notified if your ballot is not cast and the reason for such decision.

At the Board of Elections, your envelope will be opened along with others, and the folded ballots will be placed in a group and mixed. They are then refolded and counted. In this manner, the secrecy of every vote is maintained.

2. COURT ORDER: You may obtain a court order directing the election inspectors to allow you to vote on the voting machines. Your Board of Elections will tell you where and when a Justice of the Supreme Court or a County Court Judge can be located. You can contact your County Board at the number provided below.

**571-2411**



# Affidavit Ballot - Front

## AFFIDAVIT BALLOT

**Voter must use a PAPER BALLOT only. Insert ballot in this envelope and seal.  
Voter must fill out all portions of this form and sign the AFFIDAVIT OATH.**

**Voter may not vote on the machine.**

<b>1</b> Are you a U.S. citizen? Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered NO, do not complete this form.	<b>2</b> I will be 18 years old on or before election day: Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered NO, do not complete this form, unless you will be 18 by the end of the year.	For Board use only!
<b>3</b> Last Name _____ First Name _____ Middle Initial _____ Suffix _____		
<b>4</b> Address Where You Live (do not give P.O. address) _____ Apt. No. _____ City/Town/Village _____ Zip Code _____ County _____		
<b>5</b> Address Where You Get Your Mail (if different from above) _____ P.O. box, star rte., etc. _____ Post Office _____ Zip Code _____		
<b>6</b> Date of Birth _____	<b>7</b> Sex (circle) _____ M F	<b>8</b> Home Tel. Number (optional) _____
<b>10</b> The last year you voted _____ Your Address was (give house number, street, and city) _____ in county/state _____ Under the name (if different from your name now) _____		<b>9</b> ID Number - Check the applicable box and provide your number <input type="checkbox"/> New York Driver's License Number _____ <input type="checkbox"/> Last four digits of your Social Security number _____ <input type="checkbox"/> I do not have a New York driver's license number or a Social Security number.
<b>11</b> Choose a Party — Check one box only <input type="checkbox"/> REPUBLICAN PARTY <input type="checkbox"/> DEMOCRATIC PARTY <input type="checkbox"/> INDEPENDENCE PARTY <input type="checkbox"/> CONSERVATIVE PARTY <input type="checkbox"/> WORKING FAMILIES PARTY <input type="checkbox"/> OTHER (write in) _____ <input type="checkbox"/> I DO NOT WISH TO ENROLL IN A PARTY		<b>12</b> <b>AFFIDAVIT:</b> I swear or affirm that • I am a citizen of the United States. • I will have lived in the county, city, or village for at least 30 days before the election. • I meet all requirements to register to vote in New York State. • This is my signature or mark on the line below. • The above information is true. I understand that if it is not true I can be convicted and fined up to \$5,000 and/or jailed for up to four years. ↓ Signature or mark ↓ X _____ Date _____

**Inspectors MUST fill this section in TOWN: \_\_\_\_\_ AD: \_\_\_\_\_ ED: \_\_\_\_\_ Initials of Inspectors: \_\_\_\_\_**

This Section For Board of Elections Use Only:

Not Registered  
 Registered Too Late 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 \_\_\_\_\_  
 Serial #: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

Remarks: \_\_\_\_\_

Researchers Sign:  
 R: \_\_\_\_\_ D: \_\_\_\_\_

Commissioners; Ruling:

Rep  Yes  No

Dem  Yes  No

## SOBRE DE DECLARACIÓN JURADA

**El votante debe usar una PAPELETA DE VOTACIÓN solamente. Inserte la papeleta en este sobre y ciérrelo. El votante debe llenar todos los espacios de este formulario y firmar la DECLARACIÓN JURADA. El votante no puede votar en la máquina.**

<b>1</b> ¿Es usted ciudadano norteamericano? Sí <input type="checkbox"/> No <input type="checkbox"/> Si respondió NO, no complete este formulario.	<b>2</b> Tendré 18 años el día de las elecciones o antes Sí <input type="checkbox"/> No <input type="checkbox"/> Si respondió NO, no complete este formulario a menos que cumpla 18 años antes de fin de año.	¡Para uso exclusivo de la Junta!
<b>3</b> Apellido _____ Nombre _____ Inicial Segundo Nombre _____ Sufijo _____		
<b>4</b> Domicilio de su hogar (no escriba casilla de correo) _____ N° de apto _____ Ciudad/Pueblo/Aldeda _____ Código Postal _____ Condado _____		
<b>5</b> Domicilio postal (si difiere del anterior) _____ Casilla de Correo, N° de ruta, etc. _____ Oficina de Correos _____ Código Postal _____		
<b>6</b> Fecha de Nacimiento _____	<b>7</b> Sexo (encierre en un círculo) _____ M F	<b>8</b> N° de teléfono de su hogar (opcional) _____
<b>10</b> Último año en que usted votó _____ Su domicilio era (escriba calle, número y ciudad) _____ En el condado/estado _____ Con el nombre (si difiere del que utiliza actualmente) _____		<b>9</b> Número de Identificación — Marque el recuadro que corresponde y escriba el número <input type="checkbox"/> N° de licencia de conducir de Nueva York _____ <input type="checkbox"/> Últimos 4 dígitos de su N° de Seguro Social _____ <input type="checkbox"/> No poseo ninguno de dichos números
<b>11</b> Elija un partido — Marque sólo un recuadro <input type="checkbox"/> PARTIDO REPUBLICANO <input type="checkbox"/> PARTIDO DEMÓCRATA <input type="checkbox"/> PARTIDO DE LA INDEPENDENCIA <input type="checkbox"/> PARTIDO CONSERVADOR <input type="checkbox"/> PARTIDO DE LAS FAMILIAS TRABAJADORAS <input type="checkbox"/> OTRO (especifique) _____ <input type="checkbox"/> NO DESEO INSCRIBIRME EN UN PARTIDO		<b>12</b> <b>DECLARACIÓN JURADA:</b> Juro o afirmo que • Soy ciudadano de los Estados Unidos. • Habré residido en el condado, ciudad o pueblo durante al menos 30 días con anterioridad a la elección. • Cumpló con todos los requisitos para inscribirse para votar en el Estado de Nueva York. • Mi firma o huella figura en la línea que está a continuación. • La información precedente es verdadera. Entiendo que si no fuera verdadera, puedo ser condenado y multado con hasta \$5.000 y/o encarcelado por un máximo de cuatro años. ↓ Firma o huella ↓ X _____ Fecha _____

**Inspectors MUST fill this section in TOWN: \_\_\_\_\_ AD: \_\_\_\_\_ ED: \_\_\_\_\_ Initials of Inspectors: \_\_\_\_\_**

Para Uso de la Junta Electoral:

Not Registered  
 Registered Too Late 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 \_\_\_\_\_  
 Serial #: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

Remarks: \_\_\_\_\_

Researchers Sign:  
 R: \_\_\_\_\_ D: \_\_\_\_\_

Commissioners; Ruling:

Rep  Yes  No

Dem  Yes  No

## Affidavit Ballot - Back

### ELECTION AFFIDAVIT OATH

**PART A: Must be completed by all affidavit ballot voters:**

- My name is PRINT NAME HERE \_\_\_\_\_
- I reside at PLEASE PRINT \_\_\_\_\_
- PARTY ENROLLMENT \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

**PART B: Select one: you must check one of these 4 boxes, and fill in appropriate blanks:**

- I have been informed by the inspectors that my registration record is **not available** to them, however I have duly registered to vote in this election district from the address given, and I remain a duly qualified voter in this district.
- I have **moved** within \_\_\_\_\_ since my last registration, and my previous address was:  
FILL IN COUNTY OR NEW YORK CITY \_\_\_\_\_
- I am **enrolled** in the \_\_\_\_\_ Party, but the poll book does not reflect my correct enrollment.
- I was required to present **identification** when I voted today, but did not do so.

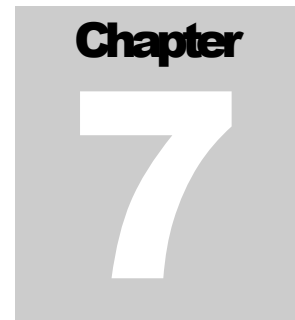
**PART C: ALL VOTERS MUST COMPLETE THIS OATH**

I understand that any false statement made in this affidavit is perjury and is punishable according to law.

DATE: \_\_\_\_\_ VOTER SIGNATURE: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

INSPECTOR SIGNATURE: \_\_\_\_\_



## PROVIDING VOTER ASSISTANCE

Any voter who states under oath that they require assistance in voting may request help from the Board of Inspectors or from a person he or she designates, provided that the individual is not the voter's employer or union agent. Remember that voters who request assistance must be treated with genuine politeness and helpfulness.

The time limit for a voter in the privacy booth is 3-minutes, but use your discretion. Children may accompany a voter to the voting booth.

### **Inspectors shall assist any voter who:**

1. Cannot read or write English; or speak English and needs an translator (a Spanish translator may be assigned to your polling location. If there is no translator at your polling location either call, or have the voter call, the Board of Elections' Spanish hotline (see Yellow card in folder).
2. Is physically handicapped and cannot, unless aided by another person, mark a paper ballot; this person would be referred to the Poll Coordinator for assistance.

### **Procedure for assisting the voter:**

1. Whenever possible, instruct the voter on how to mark the ballot before they enter the privacy booth.
2. An Inspector SHALL STAND NEAR the DS200 **NOT** near or by a voter, in instructing the voter how to put the ballot into the scanner, if necessary and to answer any questions. THE VOTER MUST BE GIVEN HIS VOTING SPACE.
3. If a voter asks for further instructions concerning the manner of voting after entering the ballot into the DS200 Scanner, an Inspector from each political party may provide those instructions. The Inspectors should then allow the person to vote alone.

**REFERENCE GUIDE FOR INSPECTORS**

4. The Inspectors or Translator must not influence the voter, or disclose the vote to anyone else unless required to do so in a legal proceeding.
5. On the Challenge Report, write the name of the assisted voter and the name and address of persons who assisted the voter.
6. The New York State Election Law (Section 8 – 306, Subdivision 5) requires that any person, other than an Inspector or Translator, who assists a voter in the voting process take the following oath, administered verbally by an Inspector:

**OATH BY PERSONS ASSISTING A VOTER**

“I will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any or for any particular candidate, and I will not keep or make any memorandum or entry of anything occurring within the booth, and I will not directly or indirectly, reveal to any person the name of any candidate, voted for by the voter, or which ticket he had voted, or anything occurring within the voting booth, except when required pursuant to law to give testimony as to such a matter in a judicial proceeding.”

**For Voter Assistance using the DS200 Scanner – see Chapter 13**

## ELECTIONEERING

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### Post your signs - **NO ELECTIONEERING WITHIN 100 FEET OF ENTRANCE TO BUILDING**

Any electioneering, including but not limited to: soliciting voters, distributing, wearing or carrying political literature, posters, banners, or buttons **is prohibited**.

Candidates, representatives or County Committee Members must have a Watcher's Certificate.

Electioneering is not precisely defined in the law. If in doubt, call the BOE (*see Yellow card for contact number*).

### **EXIT POLLS AND MEDIA**

Exit polls conducted by the media are not electioneering. However the following guidelines should be observed when exit polls are conducted at the polling site.

**Please Note:** MEDIA MUST HAVE AN ACCESS LETTER FROM THE COMMISSIONERS OF ELECTIONS.

1. The exit poll cannot be conducted in the polling place or inside the room where the voting machines and inspector tables are housed.
  2. The exit poll must be conducted outside of the polling place. It may be conducted within the 100 foot radius from the entrance to the polling place cited in section 8-104 of the Election Law. However, exit polling may not impede the ingress or egress of voters coming to or leaving the polling place. The organization may not place tables, signs, or any type of barrier to prevent the voters from having free entry or exit to or from the polling place.
  3. The organization may only do an exit poll of those voters who have already voted and who are leaving the polling place, not of voters entering the polling place.
-

## REFERENCE GUIDE FOR INSPECTORS

4. The poll cannot be a verbal poll. It can only be conducted in written form.

Above all, it should be remembered that the Inspectors of election have complete control over the activities in and around the polling place. If any person is disruptive or electioneering, the Inspectors have the right and responsibility to ask the person to stop their activity. If the person refuses to conduct themselves properly, the Inspector may ask law enforcement personnel to remove the person from the area.



## WHO CAN CHALLENGE A VOTER?

1. An Inspector: As an Inspector, you must challenge any voter whom you know or suspect is not legally entitled to vote in your district. Voter must be challenged before they vote.
2. Any duly appointed watcher.
3. A qualified voter in the polling place.

### Challenges can be made the following reasons:

1. The person's signature does not match the current registration signature.
2. The person is believed not to reside at his or her registered address.

If the voter insists that he is entitled to vote:

- a) You may let the person vote on a paper ballot, which they will seal in an **Affidavit envelope**: OR (if the voter insists that he or she wants to vote on the machine):
- b) Tell the voter that he or she may appear before a Supreme Court Justice at 100 Supreme Court Drive in Mineola to seek a court order enabling him or her to vote on the machine.

### Follow carefully the steps indicated on the Challenge Form.

- If the challenge is based on knowledge or belief that the person has moved, you need ask only whether he still resides at the address from which he is registered. (**Note:** a move within an apartment house, or within the same E.D., is just as much a move as any other.)
- If the person denies he has moved, and a majority of Inspectors is satisfied and the challenge is withdrawn, he may vote on the voting machine. If they are not satisfied, or the challenge is not withdrawn, and applicant persists in his claim to vote, administer the

## REFERENCE GUIDE FOR INSPECTORS

Qualification Oath (Item 4 on the Challenge Form). Remind the voter that false statements are punishable as perjury.

- Even if he admits he has moved, if he persists, the Inspectors must administer the Qualification Oath. If the person takes the oath and answers the questions, they **MUST** be allowed a ballot to vote on the machine, even if they may be perjuring themselves.
- If the voter refuses to answer the questions or take the oath, they may **not** be allowed to cast their vote on the voting machine.

**After a Challenge: Make an entry in the Challenge Report.**



**REFERENCE GUIDE FOR INSPECTORS**

**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 as 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 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

REFERENCE GUIDE FOR INSPECTORS

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 NEEDED 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 \_\_\_\_\_

Chapter  
**10**

## PRIMARY ELECTION

*DO NOT let a person vote in the primary of a party in which he is not enrolled.*

Enrolling in a political party means that you have chosen to be a member of a political party. There are five constituted parties in NY State (Democratic, Republican, Independence, Conservative, and Working Families).

**In a PRIMARY ELECTION, a person can vote only in the party in which he or she is enrolled.**

If there is more than one party primary, and a voter is qualified to vote in one of the primaries, after the voter signs the poll ledger, give the voter the appropriate colored BALLOT to match their party enrollment.

There will be separate **color-coded ballot pads** for each party represented in a primary.

Additionally, there will be one poll ledger book for the Democratic Party, one for the Republican Party and one containing the Independence, Conservative and Working Families parties.

The DS200 Scanner and the AutoMARK Ballot Markers have been programmed to recognize the different ballots.

Chapter  
**11**

## VOTING PROCEDURES

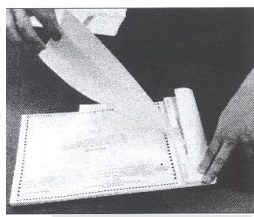
### How to Vote Electronically

Electronic voting still requires many of the same procedures used in the past.

1. Look up the voter's name in the Poll ledger Book – First & Foremost.
2. Voter signs the ledger sheet. Check ID of first time voters who registered by mail that have an **ID** icon next to their name (see Chapter 5).



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



3. Carefully remove the first ballot from the pad (leaving stub attached to the pad) **and place in the privacy sleeve** for the voter and show them how to mark the ballots.
4. Record the ballot stub number by their name in the poll book under the Public Counter Number.
5. Both a Republican & Democratic Inspector must initial in the box provided.



6. Direct voter to a privacy booth to mark the ballot for the candidates of their choice.
7. Advise voter that they are to return to the DS200 Scanner by the table when they have competed



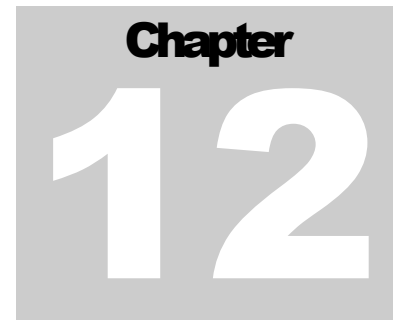
## REFERENCE GUIDE FOR INSPECTORS

marking their ballots.

8. If the voter is not able to mark a ballot and requires the assistance of a Ballot Marking Device (BMD), give the voter a ballot in a Privacy Sleeve and notify the Poll Coordinator.



- The Poll Coordinator will bring the voter to the AutoMARK Ballot Marking device
- The voter will be instructed by the Poll Coordinator how to use the AutoMARK to mark their ballot
- When the voter has finished marking the ballot with the AutoMARK, the ballot is printed.
- The Poll Coordinator will guide the voter back to the Election District DS200 to cast their ballot.

A grey rectangular box containing the word "Chapter" in a bold, black, sans-serif font at the top. Below it, the number "12" is written in a very large, white, bold, sans-serif font.

## SPOILED BALLOTS – FLED BALLOTS

### Spoiled Ballots

If a voter has made a mistake on a ballot, whether making the wrong choices, extraneous marks or over-voting, the ballot is considered **SPOILED**, a replacement ballot can be issued.

**PLEASE NOTE:** There is a maximum of three (3) ballots per voter.

Ballots can only be replaced when the original is returned. When a voter requests a replacement ballot, they must submit to you their original ballot, even if it is folded or ripped. To replace that ballot,

1. Have the voter stamp the ballot “**SPOILED**” with the stamp provided in your supplies.
2. After stamping the ballot, have the voter fold the ballot and place it in the sealed **BLUE SPOILED BALLOTS** Bag.
3. Find the voter’s name in the Poll Ledger Book.
4. Cross out the ballot number of the previous ballot in the Public Counter box (by drawing one line through it).
5. Gently remove the next ballot from the ballot pad.
6. Write the new ballot number by the one crossed out.
7. Bipartisan team initials the changed ballot number.
8. Place the ballot in the privacy sleeve and direct the voter to the privacy booth to mark their ballot.

9. Cross off the next number under the SPOILED Ballot Numerical Check-Off List on the back page of the Return of Canvass to account for the replacement ballot.

## Fled Ballots

If, in the course of the day, you find a ballot abandoned at the privacy booths, on the floor or any other area in the polling location, the ballot is considered a **'FLED BALLOT'** and must be **'SPOILED.'**

- Look for the T/AD/ED on the Ballot and return the ballot to that Election District.
- A bi-partisan team will stamp the ballot 'SPOILED' and place it (folded) in the sealed **BLUE SPOILED BALLOTS** bag.
- Cross off a number on the Spoiled Ballot Numerical Check-Off List on the Return of Canvass to account for this ballot.

.....

**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 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	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														

.....

If however, a ballot is found near, on top of or in the DS200, then that ballot can be scanned into the DS200.

- Look for the T/AD/ED on the ballot and return the ballot to Inspectors at that Election District.
- A bi-partisan team from the Election District will scan the ballot into the DS200.
- In scanning this ballot, should there be an over vote or under vote, the ballot must be ejected from the machine and placed in the sealed **GREEN UNSCANNED BALLOTS** Bag.

REFERENCE GUIDE FOR INSPECTORS

- Cross off a number on the Un-Scanned Numerical Check-Off List on the Return of Canvass to account for this ballot.

.....

***UNSCANNED BALLOT 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 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



Chapter  
**13**

### Inspector Assistance by the DS200

One Inspector should be standing *nearby* the DS200 Scanner to monitor voter flow to the scanner, ensuring voter privacy and to answer any questions if necessary. **Do not stand on top of voter.**



Place the DS200 with its back to the voters on line in order to provide privacy to the voter casting their ballot. *However*, please make sure that the cords do not present a safety hazard. Use a chair to cover the cords and to prevent people from walking over them.

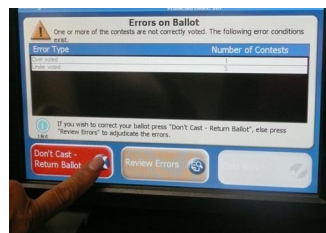
- Advise voters as they are called to cast their vote to wait for the screen to display the ‘Thank You Message – their vote has been counted’ before leaving the Scanner.
- Remind them to return the privacy sleeve to the Inspectors at their Election District table.



### DS200 MESSAGES APPEAR ON THE SCREEN

Voters casting their ballots may not have completely filled out their ballots, or have completed them incorrectly. In that event, they may see messages displayed on the scanner’s screen.

Some of these messages may include:



- Blank Ballot or Under voted
- Over voted
- Errors – Under voted & Over voted

● **BLANK or UNDER VOTED BALLOT** - This message indicates that the voter did not fill out the ballot, may have filled in the ovals incorrectly, or under voted:

1. The voter has the option of reviewing where they under voted or why the ballot was listed as blank.
2. If the voter wishes to correct the ballot, they would select **DON'T CAST – RETURN BALLOT**. The DS200 ejects the ballot and the voter would return to the privacy booth to make the corrections.
3. After the corrections are made, the voter returns to the DS200 to cast the ballot. If there is a line, they would go to the end of the line.
4. If the voter did not want to vote in those races or to complete the ballot, they may select **CAST BALLOT**.

**If the voter did not want to correct or complete the under votes, their ballot will be scanned and tabulated for all the races except the offices in which there were no candidates selected.**

● **OVER VOTED BALLOT** - This message indicates that the voter voted for more candidates than allowed:

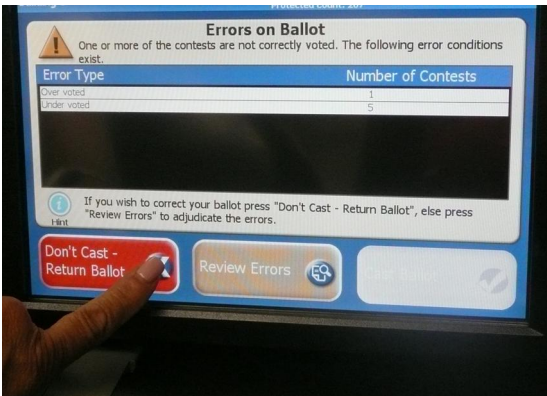
1. The voter has the option of reviewing the races containing the over votes or casting the ballot without correcting it.
2. If the voter wishes to correct the ballot, they would select **DON'T CAST – RETURN BALLOT**. The DS200 ejects the ballot and the voter would return the ballot to the Election District to which they belong. The Inspector, after the voter stamps the ballot SPOILED, folds it and places it in the BLUE SPOILED BALLOTS Bag, takes a new ballot from the pad, records the new ballot number by their name, gives the voter a new ballot in the privacy sleeve; tells the voter to go to the privacy booth to complete the new ballot.



3. After the voter completes the new ballot, the voter returns to the DS200 to cast their ballot. If there is a line, they would go to the end of the line.

**If the voter did not want to correct the over votes, their ballot will be scanned and tabulated for all the offices except the ones that were over voted.**

- **ERRORS** - This message indicates that the voter ‘over voted’ and ‘under voted.’



1. The voter has the option of reviewing where they over voted and where they under voted; or
2. The voter can have the ballot returned to correct the errors.
3. If the voter wants to review his errors, they would select **REVIEW ERRORS**. The DS200 will display the under voted and over voted races separately.
4. **OVER VOTE** –the races in which the voter over voted will be displayed. The voter has the option of getting the ballot back and getting a new ballot by selecting ‘**DON’T CAST - RETURN BALLOT**,’ or, casting the ballot without correcting it, by selecting **ACCEPTS**. If the voter selects ‘ACCEPT’ the screen will re-display the Error screen with the over and under voted list. This gives the voter another chance to get the ballot back, to review the errors or to continue. If the voter wishes to continue, they would once again select REVIEW ERRORS. The screen will now advance to the under voted races.
5. **UNDER VOTE** - the races in which the voter under voted will be displayed. The voter has the option of getting the ballot back and completing the races in which candidates were marked by selecting ‘**DON’T CAST - RETURN BALLOT**’ or selecting **ACCEPT** to accept the ballot without completing it. If the voter selects ‘ACCEPT’ the screen will re-display the Error screen with the over and under voted list. This gives the voter a final chance to get the ballot back, review the errors or to cast the ballot without the corrections.

**Remember:**

If a voter chooses to cast their ballot without making corrections, their ballot will be scanned and tabulated for all the offices except for those that were over voted and/or under voted.

Chapter  
**14**

## CLOSING THE POLLS

*Any voter who is on line to vote at 9 p.m. must be allowed to vote.*

After the polls close at 9 p.m., if there are any un-scanned Emergency ballots, the Inspectors must remove the strap seal and unlock the Emergency Ballot bin. As a bipartisan team, scan the ballots on the DS200.



- If the ballot is under voted or over voted, eject the ballot and place it in the sealed **GREEN UNSCANNED BALLOTS** Bag.
- Cross off the next number on the Un-scanned Ballots Check Off List on the Return of Canvass to account for the ballot.
- Re-lock the Emergency Bin door. You do not have to put another seal on the door.

**The Inspector shall close the DS200 Voting machine** in the presence of the Watchers and all other persons who may lawfully be within the polling place.



1. Remove or break the Sticker tape seal over the access door of the DS200.
2. Use the barrel key to unlock the door to reveal the **CLOSE POLL** button.
3. Press the **CLOSE POLL** button.
4. The DS200 will prompt you to press 'Close Poll' on the screen.
5. Two Results Tapes will print.

**REFERENCE GUIDE FOR INSPECTORS**

6. The DS200 will prompt you to turn off the machine by pressing 'Finished – Turn Off.'

**The DS200 will power down**, the monitor will turn black and the Power button inside the compartment will go off.



1. A bipartisan team shall remove the USB Flash Drive **ONLY AFTER** the DS200 has powered down.
2. Place the USB Flash Drive in the unsealed **RED DATA** Bag front flap (where the license plate is).



3. Close, lock and re-seal the Flash Drive compartment with a new sticker seal that can be found in the **RED DATA** bag.
4. Record seal number on the Seals Verification Report of the Return of Canvass.
5. Turn machine around and remove the privacy screens from scanner.
6. Unlock back compartment and unplug the machine.
7. Wrap the cord neatly and place back into the compartment of the machine. (*Place extension cord inside DS200, please see step 7 below*).

**A bipartisan Inspector team shall remove the ballot box strap seal** to gain access into the ballot box.

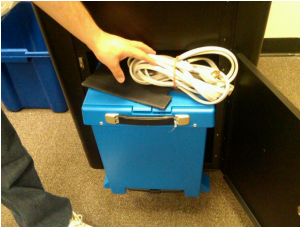
1. Remove the **BLUE** bin from the Ballot box.
2. Open the flaps of the Blue bin and place the **UNUSED BALLOT PADS** and stubs on top of the cast ballots.
3. Close the flaps on the **Blue** bin and lock it with the silver key.
4. Take a strap seal out of the **RED DATA** Bag and thread it through the slots of the **Blue** bin.





## REFERENCE GUIDE FOR INSPECTORS

5. Record the seal numbers on the Seals Verification Report on the Return of Canvass.
6. Return the **Blue** bin to the Ballot box.
7. Place privacy screens (*from scanner*) and extension cord (*if used*) on top of the **Blue** bin.
8. Lock the Ballot Box Door with the silver key.
9. Place a new strap seal through on the ballot door.
10. Record seal number on the Seals Verification Report of the Return of Canvass.



### To Lock up the DS200



1. Put the monitor down gently.
2. Lock the monitor in place using the barrel key.
3. Put down the top cover of the DS200 machine.
4. Clasp the lid together.
5. Lock the lid, using the silver key.



6. Put a new strap seal through the small round brackets alongside the clasp on the left (seals are in the **Red Data** bag).
7. Record the new seal number on the Seals Verification Report.
8. Place the keys in the Key envelope and return it to the **RED Data** bag.

### Election Results

When the DS200 was closed two Results Tapes printed. The tapes reflect the tabulated results. By Law, you must read off the results. All the Inspectors shall sign the Results Tape. Affix one Results Tape to the wall or table for viewing BUT remove before leaving the polling location (and place it in your Important Supplies Envelope).

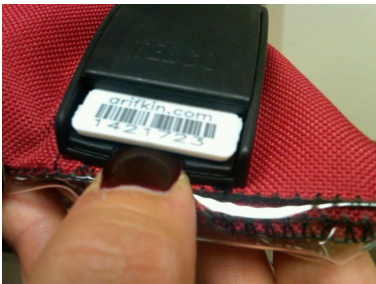
Record the following information on the Return of Canvass:

1. The new **Protective Counter Number** (found on the **DS200 screen**).
2. The **Public Counter Number** (on Results Tape).

*Both Public and Protective numbers can be found on the screen of the DS200. Compare the numbers to your Results Tapes.*

REFERENCE GUIDE FOR INSPECTORS

3. Number of voted and scanned ballots (**on Results Tape**).
4. Number of **SPOILED** Ballots (**on Check-Off list**).
5. Number of **AFFIDAVIT** Ballots (**on Check-Off list**).
6. Number of **Un-scanned** Ballots (**on Check-Off list**).
7. Number of **Court Orders** (if any).
8. Total Number of ballots (add #3-#7).
9. Number of the last ballot removed from the ballot stub (this number should equal the number of ballots used during the Election Day). See chapter 15, for more details.
10. Bipartisan team signs the Return of Canvass Closing Report.
11. Neatly fold one Results Tape and place in the Red Data Bag.
12. Remove a tab seal for the **RED DATA** Bag.
13. Record the seal number on the Seals Verification Report.
14. Bipartisan team signs the Seals Verification Report and Return of Canvass Closing Report.
15. Place Report in the **RED DATA** Bag.
16. Before sealing the bag, make sure the USB Flash Drive, all used seals, keys (including the Auto**MARK** keys, if it was originally in the Data Bag) and Return of Canvass Report are in the bag.
17. Seal the **RED DATA** Bag with the tab seal (*seal fits in slot by zipper*)
18. The second Results Tape should be removed before leaving the Poll site and placed in the Important Supplies Envelope.



**There will be NO Absentee Ballots at the polls.** Be sure not to accept absentee ballots.

**Be sure to enter on Return of Canvass the machine protective counter numbers as of the closing of the polls. These numbers are essential for the official canvass.**

**Chairperson will return the **RED DATA BAG** with the **KEYS**, as well as the suitcase and all supplies to the police precinct. Please**

REFERENCE GUIDE FOR INSPECTORS

*return these supplies* ON ELECTION EVENING as soon as all the votes have been properly canvassed and recorded. Please have the RED DATA Bag OUT of the suitcase so you are prepared to hand the RED DATA bag directly to the officer on duty.

*Remember, we cannot tabulate the votes until we have Red Data Bag.*

Once again, you no longer have to call your results into the BOE.



REFERENCE GUIDE FOR INSPECTORS



COUNTY OF NASSAU

RETURN OF CANVASS



TOWN or CITY \_\_\_\_\_ POLL LOCATION \_\_\_\_\_
ASSEMBLY DISTRICT \_\_\_\_\_
ELECTION DISTRICT \_\_\_\_\_

Opening of Polls:

Public Counter Number on DS200 Optical Scanner \_\_\_\_\_
Protective Counter Number \_\_\_\_\_
Number of Ballot Pads delivered \_\_\_\_\_ Number Sequence from 1 through \_\_\_\_\_

Closing of Polls: DO NOT REMOVE DATA STICK FROM SCANNER UNTIL ALL TAPES ARE RUN

Public Counter Number on DS200 Optical Scanner \_\_\_\_\_
Protective Counter Number \_\_\_\_\_
Number of voted and scanned Ballots \_\_\_\_\_ (including emergency)
Number of Spoiled Ballots \_\_\_\_\_ (if any - if none write "0")
Number of Affidavit Ballots \_\_\_\_\_ (if any - if none write "0")
Number of unscanned Emergency Ballots \_\_\_\_\_ (if any - if none write "0")
TOTAL NUMBER OF BALLOTS \_\_\_\_\_ \*
Number on last unvoted ballot stub \_\_\_\_\_ (this # must equal TOTAL plus 1)\*

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 ANY OTHER PERSON TOUCHED THE INTERIOR OF ANY MACHINE OR ITS MECHANISM.

\_\_\_\_\_  
\_\_\_\_\_  
Inspectors of Election Opening  
\_\_\_\_\_  
\_\_\_\_\_  
Inspectors of Election at Closing

Chapter  
**15**

## EVERY BALLOT COUNTS

*At the end of the night the number of all ballots given out should add up.*

The Ballot pads, which were removed from the Blue bin in the Ballot box at the beginning of the day, are numbered. These numbers – beginning number of the first pad to the ending number of the last pad – must be recorded on the Return of Canvass when opening the polls.

**As each voter signs the Poll Ledger Book,**

- A ballot is removed from the Ballot pad.
- The number on the Ballot pad for that Ballot is recorded in the Public Counter # by the Voter's name that both a Republican and Democrat initial.

**If you have a Court Order Voter, record the number of Orders received on the Return of Canvass Report for Court Orders.**

Put all court orders in the manila envelope for important papers to be return to the Board of Elections

**If a voter is given a Replacement ballot:**

- The original Ballot number is crossed out and the new ballot number is recorded in the Public Counter number (& *initialed by both a Republican and Democratic Inspector*). If the voter uses more than one, this process is repeated. Maximum number of ballots =3.
- The returned or SPOILED Ballot is placed in the **BLUE SPOILED BALLOTS** Bag.
- A number is crossed off the SPOILED BALLOT CHECK-OFF LIST on the Return of Canvass.

**If a voter is given an Affidavit ballot:**

- The Affidavit Box on the Ballot Pad stub of the Ballot given to the voter is checked off.
- A number is crossed off the AFFIDAVIT BALLOT CHECK-OFF LIST on the Return of Canvass.
- The Affidavit Ballot Envelope is placed in the **ORANGE AFFIDAVIT BALLOTS** Bag.

**If a ballot is found and considered a FLED Ballot:**

- A number is crossed off the SPOILED BALLOT CHECK-OFF LIST on the Return of Canvass.
- The Ballot is stamped SPOILED and placed in the **BLUE SPOILED BALLOTS** Bag.

## REFERENCE GUIDE FOR INSPECTORS

**If a ballot cannot be cast in the DS200 because it must be ejected from the scanner when a bi-partisan team attempted scanning the ballot (e.g. Emergency Breakdown, ballot left on the scanner, or ballot left with an Inspector):**

- A number is crossed off the UN-SCANNED BALLOT CHECK-OFF LIST on the Return of Canvass.
- The Ballot is placed in the **GREEN UN-SCANNED BALLOTS** Bag

### **Adding it all up**

Add to the Public Counter Number, the:

1. Total of Spoiled Ballots;
2. Total of Affidavit Ballots; and
3. Total of Un-Scanned Ballots

The sum of all these numbers should add up to the number of ballots removed from the pad and given to voters during the course of the day.

**PLACE UNUSED BALLOT PADS & STUBS  
INSIDE THE BLUE BIN OF THE BALLOT BOX  
OF THE DS200**

# Check-Off List on the Return of Canvass



## 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 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~~ ~~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 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

.....

## UNSCANNED 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 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

## Seals Verification Report

**S**eals have been placed on the DS200 and Ballot Bags.

Please follow the Instructions on the Seals Verification Report. It will direct you to do two things:

1. As part of your Opening procedure, you will confirm that the seals affixed by the Board are the same seals that arrived at your Polling site; and
2. Each time you add or change a seal, you will record the new seal number.

Record the numbers in the appropriate box; a Republican and Democrat must sign the Report at the Opening and Closing of the Polls.



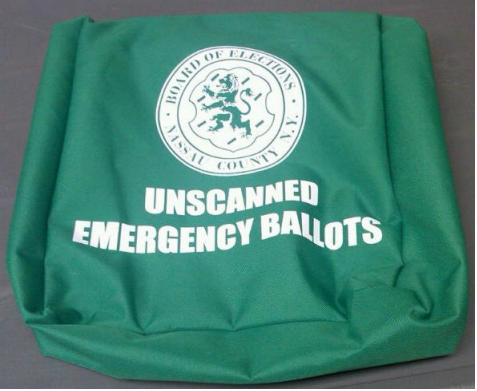
## It's in the Bag

An assortment of bags will be in the suitcase. Each bag has a purpose as defined below:



### Red 'DATA' Bag

- Do Not Remove tab seal until Election Day
- Bag remains unsealed until Closing
- Contains keys & seals
- Used for Opening/Closing Results tapes
- Used seals will be placed inside
- Return of Canvass will be placed inside at Closing, along with keys
- USB Flash Drive placed in bag at Closing
- Sealed with Security Tab Seal after recording Seal number on Seals Verification Report
- Red Data Bag is given to assigned Police Precinct after closing polls

 <p>A blue fabric bag with a white circular seal on the front. The seal contains the text 'BOARD OF ELECTIONS' and 'TAMPA COUNTY FL'. Below the seal, the words 'SPOILED BALLOTS' are printed in white capital letters.</p>	<p><b><u>Blue 'SPOILED BALLOTS' Bag</u></b></p> <ul style="list-style-type: none"> <li>● Bag will be sealed – <b>DO NOT REMOVE TAB SEAL</b></li> <li>● Record seal number on Seals Verification Report</li> <li>● Used for 'Spoiled' Ballots ONLY</li> <li>● Seal at slot end of the bag with Tab Seal before placing in the suitcase at Closing – <i>see below</i></li> </ul>
 <p>An orange fabric bag with a white circular seal on the front. The seal contains the text 'BOARD OF ELECTIONS' and 'TAMPA COUNTY FL'. Below the seal, the words 'AFFIDAVIT BALLOTS' are printed in white capital letters.</p>	<p><b><u>Orange 'AFFIDAVIT BALLOTS' Bag</u></b></p> <ul style="list-style-type: none"> <li>● Bag will be sealed – <b>DO NOT REMOVE TAB SEAL</b></li> <li>● Record seal number on Seals Verification Report</li> <li>● Used for 'Affidavit Ballots' ONLY</li> <li>● Seal at slot end of the bag with Tab Seal before placing in the suitcase at Closing – <i>see below</i></li> </ul>
 <p>A green fabric bag with a white circular seal on the front. The seal contains the text 'BOARD OF ELECTIONS' and 'TAMPA COUNTY FL'. Below the seal, the words 'UNSCANNED EMERGENCY BALLOTS' are printed in white capital letters.</p>	<p><b><u>Green 'UNSCANNED BALLOTS' Bag</u></b></p> <ul style="list-style-type: none"> <li>● Bag will be sealed – <b>DO NOT REMOVE TAB SEAL</b></li> <li>● Record seal number on Seals Verification Report</li> <li>● Used for Ballots that have not been scanned ONLY; this could be as a result of an Emergency Breakdown or in the event of Ballot left near DS200 without being cast</li> <li>● Seal at slot end of the bag with Tab Seal before placing in the suitcase at Closing – <i>see below</i></li> </ul>



Tab seal placed in slot end of Security Bag



# SAMPLE CONFIGURATION REPORT

\*\*\* 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

ELECTION QUALIFICATION INFORMATION  
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

Configuration Report lists:

- ❖ Voting Device Information
- ❖ Protected Count – record on  
Return of Canvass
- ❖ Public Count – record on  
Return of Canvass
- ❖ Polling Location – confirm  
information for accuracy
- ❖ Fold neatly & Place in Red Data  
Bag

# SAMPLE ZERO REPORT

Zero Report lists:

- ❖ Time Machine was opened\*
- ❖ Public Count – should be the same as listed on Configuration Report
- ❖ Itemized list of Offices
- ❖ List of candidates in Party Order
- ❖ '0' ballots cast by each candidate
- ❖ Signature lines for all Inspectors of ED to sign
- ❖ Fold neatly & Place in Red Data Bag

```

9:47 AM September 17, 2010
Unit Serial Number: 0209360988

Acceptance Test Landscape
Acceptance Test Landscape
123 Building 3
Election Date: May 15, 2009
Poll Opened Date: September 17, 2010
Poll Opened Time: 9:47 AM
Poll Closed Date: No
Poll Closed Time: No
Public Count: 0

Poll Voting Report

Total Ballots: 0

JUSTICE OF THE SUPREME COURT
Number to Vote For      6

DEM JOHN JJ SULLIVAN      0
DEM JEROME B. MATTHEWS   0
DEM NEAL P. O'DONNELL    0
DEM F. DANA PIERSON      0
DEM MILTON BOOKER        0
DEM MICHAEL J. CASTLE    0
REP W. BROMLEY SQUIRE    0
REP ROBERT W. MURRAY     0
REP GERALD TILLMAN       0
REP SANDRA J. EDWARDS    0
REP GEOFFREY J. CUMMINGS 0
REP JOSEPH A. ALBRIGHT   0
CON W. BROMLEY SQUIRE    0
CON ROBERT W. MURRAY     0
CON GERALD TILLMAN       0
CON SANDRA J. EDWARDS    0
CON GEOFFREY J. CUMMINGS 0
CON JOSEPH A. ALBRIGHT   0
IND W. BROMLEY SQUIRE    0
IND THOMAS J. TOOLEY     0
IND GERALD TILLMAN       0
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
Write-in                  0
Write-in                  0
Write-in                  0
Write-in                  0
Write-in                  0

COUNTY COURT JUDGE
Number to Vote For      1

DEM STEPHEN A. DAVIDSON  0
REP ALFRED C. CRAWFORD   0
CON ALFRED C. CRAWFORD   0
RTL STEPHEN A. DAVIDSON  0
Write-in                 0

DISTRICT ATTORNEY
Number to Vote For      1

DEM PATRICK KEVIN HAMMOND 0
REP JAMES A. TOMPKINS     0
CON JAMES A. TOMPKINS     0
IND ROBERT W. RUSSMAN     0
RTL PATRICK KEVIN HAMMOND 0
Write-in                  0

COUNTY LEGISLATOR
Number to Vote For      1

Number to Vote For      1
DEM TONY KNIGHT          0
REP LEONARD W. HAMILTON  0
CON LEONARD W. HAMILTON  0
Write-in                 0

SUPER-INTENDENT OF HIGHWAYS
Number to Vote For      1
DEM CHRISTOPHER L. CODY  0
Write-in                 0

COUNCILPERSON
Number to Vote For      2
DEM MARGARET F. RUTHMAYER 0
DEM RUSSEL S. ATTWELL     0
REP THOMAS E. SHERWOOD    0
REP NANCY HEDGEMAN        0
CON THOMAS E. SHERWOOD    0
CON NANCY HEDGEMAN        0
Write-in                  0
Write-in                  0

BALLOT PROPOSITION NUMBER (1) ONE
Yes                        0
No                         0

BALLOT PROPOSAL NUMBER (1) ONE
Yes                        0
No                         0

-----
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 ***
    
```

# SAMPLE RESULTS TAPE

```

*** UNLIT STATUS REPORTING REPORT ***
9:52 AM September 17, 2010
Unit Serial Number: 0209380988

Acceptance Test Landscape
Acceptance Test Landscape
123 Building 3
Election Date: May 15, 2009
Poll Opened Date: September 17, 2010
Poll Opened Time: 9:47 AM
Poll Closed Date: September 17, 2010
Poll Closed Time: 9:51 AM
Public Count: 8

Poll Voting Report
Total Ballots: 8

Master Accounting:
Total Blank: 0
Total Overvote: 2
Total Undervote: 4
Total Ballots: 8

Ballots for Code 0001-01-01 8
123 Building 3
Unit Serial Number: 0209380988

*** END OF REPORT ***

9:52 AM September 17, 2010
Unit Serial Number: 0209380988

Acceptance Test Landscape
Acceptance Test Landscape
123 Building 3
Election Date: May 15, 2009
Poll Opened Date: September 17, 2010
Poll Opened Time: 9:47 AM
Poll Closed Date: September 17, 2010
Poll Closed Time: 9:51 AM
Public Count: 8

Poll Voting Report
Total Ballots: 8

JUSTICE OF THE SUPREME COURT
Number to Vote For 6
DEM JOHN J. SULLIVAN 1
DEM JEROME B. MATTHEWS 1
DEM NEAL P. O'DONNELL 2
DEM F. DANA PIERSON 1
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 0
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
Write-in 0
Write-in 0
Write-in 0
Write-in 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 HAMMOND 4
REP JAMES A. TOMPKINS 3
CON JAMES A. TOMPKINS 0
IND ROBERT W. RUSSMAN 0
RTL PATRICK KEVIN HAMMOND 0
Write-in 1

COUNTY LEGISLATOR
Number to Vote For 1
    
```

The Results Tape lists:

- ❖ Opening & Closing time of Poll\*
- ❖ Public Count – record on Return of Canvass
- ❖ Total Number of Ballots cast record on Return of Canvass
- ❖ Offices and Candidate Results – read out loud each of the results
- ❖ Signature lines for all Inspectors of ED to sign
- ❖ Fold neatly & Place in Red Data Bag

```

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.

-----
Election Judge
-----
Election Judge
-----
Election Judge
-----
Election Judge
-----
Election Judge

123 Building 3
Unit Serial Number: 0209380988

*** END OF REPORT ***
    
```

# GLOSSARY

## **Absentee Ballot**

Paper ballot permitting qualified voter to vote in a general, primary or special election if they are absent from the county on election day; confined by illness or disability or confined by court action for other than a felony conviction.

## **Affidavit Ballot**

Paper ballot used for previously registered voter whose name is missing from Poll Book. Voter who has moved WITHIN the county and has not reregistered or, in a primary election, for a voter claiming enrollment in a party other than that listed in the Poll Book. Used with the Affidavit Envelope.

## **Bipartisan**

One inspector from each political party represented at the polls, i.e. one representing the Republican Party and one representing the Democratic Party.

## **Board of Inspectors**

All inspectors assigned to an individual Election District.

## **Canvass**

The tally of all votes (paper ballots and voting machine) at the close of the polls.

## **Certification**

Inspectors will be certified every year.

## **Chairperson**

Appointed annually.

## **Court Order**

Written instructions, issued by a Judge assigned to hear cases on Election Day.

## **Challenges**

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

## **Custodian/Technician**

Board of Elections personnel assigned to a particular area on Election Day. Available to service voting machines and, together with Police Department personnel, assist Inspectors at polls.

## **Designated Area**

Area within Election District, at polls, containing the voting machine and Inspector's table.

**Election District**

Individual table within the Polling Place designating location for voting. Determined by geographic area.

**Electioneering**

Attempting to influence voters by word or action.

**Emergency Ballot**

Ballot cast through the Emergency Bin ONLY WHEN VOTING MACHINE is not operable.

**Fled Ballot**

A ballot abandoned in the polling location. Must be returned to the ED from which it came to be SPOILED.

**Inactive List**

Lists voters who we have reason to believe have moved. Buff cards are not in ledger book.

**Inspectors Remarks**

To report information that was obtained on day of election, i.e. voter deceased, moved, etc.

**Mango Envelope**

Name of envelope in which election documents are returned to BOE.

**Oath of Office**

To be completed by Inspectors: Names and addresses of permanent and temporary Inspectors.

**Organization of Board of Inspectors**

To be completed on Election Day for permanent Inspectors only.

**Over Vote**

The DS200 Scanner found that the voter marked/selected more candidates than permissible.

**Poll Roster**

Book containing the names, addresses, etc. for all registered voters in an Election District who are eligible to participate in this election.

**Poll Watcher**

Individual appointed by a political party or individual candidate who appears on the ballot, to observe a particular election district on Election Day; must present a completed Watcher's Certificate to the Board of Inspectors.

**Polling Place**

Building where voting takes place. It may contain one or more Election Districts.

**Propositions**

Propositions, if any, are listed on the back of the ballot.

**Protective Counter**

Number of times a Voting Machine has been voted on since it has been placed in service.

**Public Counter**

Number of times a Voting Machine has been voted on in the current election.

**Return of Canvass (White Form)**

This form is to be completed by Inspectors at the beginning and end of the day. Used to record public and protective counter numbers and seal numbers. SPOILED, AFFIDAVIT, and UN-SCANNED Ballots totals are tallied on this return.

**Seal**

Sticker tapes, tabs and strap seals placed by the Board of Elections on the DS200, Blue Tote Bin, Security Bags and AutoMARK.

**Seminar**

Training session for Election Inspectors.

**Spoiled Ballot**

A ballot that cannot be cast because of errors, the voter changing their mind, or the ballot was abandoned.

**Under Vote**

The DS200 found that the voter did not mark/select all the offices on the ballot.

**Write-In Vote**

Permits the voter to cast a vote for anyone not listed on the Ballot.

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