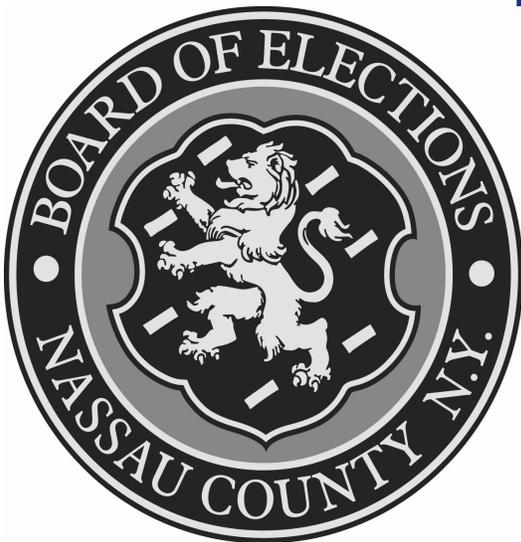


Poll Coordinator Reference Guide



www.nassauvotes.com

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COMMISSIONERS OF ELECTIONS

Nassau County Board of Elections Information for Elections Poll Coordinators

This information is designed for Election Poll Coordinators entrusted with assisting and maintaining Polling Locations during Primary, Special and General Elections.

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

A Message for Poll Coordinators

As a Poll Coordinator, you play an essential part in the process that enables ALL 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 a Poll Coordinator 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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Election Day Overview

Polls Open at 6 a.m.

Poll Coordinators, Chairpersons and Inspectors arrive at 5:15 a.m. to set up. If the building is locked when you arrive, immediately call the Board of Elections at 571-1522

Each Poll Location has 2-Poll Coordinators and 4-Inspectors, one of who is a Chair person.

Chairpersons bring their respective suitcases to the poll site. The suitcases contain supplies needed for the day's set up.



- The Chair person sets up the DS200 Scanner for their Election District.

- Inspectors and Chairs set up the Election District table for voters.

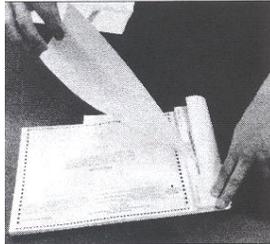


- Poll Coordinators set up the Privacy Booths and the Auto**MARK** Ballot Marker.

Doors Open for voting at 6:00 a.m.

Voters

Voters, upon entering the polling location, will go to their Election District table, which is clearly designated with signs placed by the Inspectors.



- They sign the Poll Ledger book by their names and given ballots from the numbered Ballot pads.



- Ballots are placed in privacy sleeves imprinted with Town, Assembly and Election District information. Each Election District will have 10-privacy sleeves for distribution.

Voters will be directed to privacy booths to mark their ballots.

Once the voters are satisfied with the selections marked, they return to the DS200 by their Election District Table to cast their Ballots.

Privacy Sleeves are returned to the Inspectors' tables.

Poll Coordinator Responsibilities

The Poll Coordinator is the Liaison to the Board of Elections

The Poll Coordinator has specific responsibilities to the polling location, Board of Elections and of course, the voter. These responsibilities include:

- Setting up the poll location; there will be one privacy booth per 250 registered voters in the polling location.
- Installing magnifiers in the privacy booths.
- Overseeing activities at the poll location.
- Assisting voters with problems.
- Assisting poll workers with procedural questions.
- Setting up the Auto**MARK** BMD.
- Setting up the handicapped accessible table
- Assisting and instructing voters on the Auto**MARK** BMD.
- Sitting in for any missing chairs or inspectors until a replacement arrives.
- Supervising the translator if one is assigned.
- Maintaining the countywide street list.

POLL COORDINATOR REFERENCE GUIDE

- Monitoring poll site and privacy booths.

Checking Supplies

Look for a Special Poll Coordinator Packet in a Chair Person's Suitcase

You will receive a letter advising you of the suitcase that contains the keys to the Auto**MARK** cart to access your Poll Coordinator Bag of supplies needed on Election Day.

Contents of the Auto**MARK** Cart:

The Auto**MARK** cart doors (front and rear) will be sealed with plastic strap seals that would have to be removed. Seals have to be saved and seal numbers are to be recorded on the Return of Canvass, located in the Poll Coordinator's bag in the cart. Using the barrel key, open the back door of the Auto**MARK** to find:



- Accessories such as head phones, ear covers for head phones, rubber gloves, rocker paddles, sip & puff equipment and straws; and

- An extension cord in the bottom compartment.

● Alongside the Auto**MARK**, will be a large binder containing the county-wide street list and the PURPLE Poll Coordinator's Bag.



- In addition, you will find a folding table for voters in wheel chairs who do not need the Auto**MARK** BMD,

but cannot use the Privacy Booths to mark their ballots.

The Poll Coordinator Bag will contain:



- Poll Coordinator's Reference Guide
- Auto**MARK** Opening/Close Reference Card
- Assembly Instructions for the Handicapped Accessible Table
- Oath of Office for Coordinators (*see page 12*).
- Return of Canvass for the Auto**MARK** BMD (*see page 11*)
- Magnifiers with cord
- Polling Location Pad
- Emergency Phone Contact Card
- Pens, Name Tags
- Privacy Booth, replacement pens
- Ruler
- Strap seals for doors

Setting Up Your Polling Place

Refer to the Quick Open-Close Guides

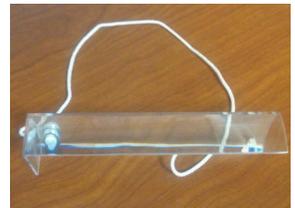
The blue privacy booths will be nestled together for you to pull apart and place. Position the privacy booths for the voters. There will be one privacy booth for every 250 voters. Once the booths are positioned, lock down the wheels to prevent them from rolling. Please make sure that voters will have their privacy when using the booths.

Each Privacy Booth contains a:



- Pen attached to the booth
- Light
- Bolt & ring for magnifier
- Poster instructing the voter how to mark a ballot

Install the magnifiers (found in your Poll Coordinator Bag) in the booth by sliding the **d-ring** on the cord onto the **key ring** attached to the booth above the pen. At the end of the evening, remove the magnifiers and return them to your Poll Coordinator Bag.



D-Ring



Key Ring



Rings Attached

POLL COORDINATOR REFERENCE GUIDE

The Auto**MARK**, like the privacy booths should be positioned where the voter will have the privacy needed to mark their ballots. The schematic is your guide for its placement. Once positioned, lock the wheels.



- Refer to the set-up instructions on page 14

You can use the table for placing the countywide street list and Polling Location Pads. However, the table's primary use is for voters who are unable to use the privacy booths to mark their ballots.

Documents

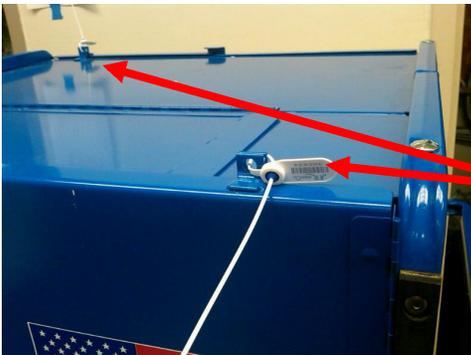
Return of Canvass (see sample on page 11).

On the Return of Canvass, record the:

- Polling Place information.



- Auto**MARK** unit number (found on back of machine on white label).



- Seal numbers on the back & front of Auto**MARK**
- Strap seal numbers on the doors
- Both Poll Coordinators must sign the Return of Canvass Report



POLL COORDINATOR REFERENCE GUIDE



COUNTY OF NASSAU
BOARD OF ELECTIONS



RETURN OF CANVASS

AutoMARK - Ballot Marking Device
POLL COORDINATORS - SEALS VERIFICATION REPORT

POLL PLACE NAME _____
ADDRESS _____

Opening of Polls:

Strip Seal # (Front doors) _____
Strip Seal # (Back doors) _____
AutoMARK Unit # (Back of machine) _____



Sticker Seal # on Compact Flash Card Door (Front) _____ (Do NOT Remove)
Printer Compartment - USB Port Seal # (Back) _____ (Do NOT Remove)

Closing of Polls:

Strip Seal # (Front doors) _____
Strip Seal # (Back doors) _____
Sticker Seal # on Compact Flash Card Door (Front) _____ (Do NOT Remove)
Printer Compartment - USB Port Seal # (Back) _____ (Do NOT Remove)

Number of Voters Who Used the AutoMARK _____

DEM _____ DEM _____
REP _____ REP _____

Coordinators of Election at Opening Coordinators of Election at Closing

Front of Return of Canvass

AUTOMARK 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: ~~1~~ ~~2~~ ~~3~~ ~~4~~ ~~5~~ ~~6~~ - Represents 6 Voters.

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													

Back of Return of Canvass

Election

All Coordinators are required to take the Oath of Office and sign below.

OATH OF OFFICE

“I do solemnly swear or affirm that I will support the constitution of the United States and the Constitution of the State of New York, and will faithfully discharge the duties of POLL COORDINATOR and/or TRANSLATOR in the County of Nassau to the best of my ability.”

POLL COORDINATORS/TRANSLATOR

Party Fill out all information for each Coordinator and Translator

DEM Name _____ (print name here)
 Signature _____
 Address _____
 Phone# _____ Cell# _____

REP Name _____ (print name here)
 Signature _____
 Address _____
 Phone# _____ Cell# _____

TRANSLATOR (if one is assigned to the Polling Place)

Name _____ (print name here)
Signature _____
Address _____

OPENING THE AUTOMARK



Opening the AutoMARK Cart

The Auto**MARK** BMD Cart should be positioned to provide voters privacy; use your schematic as your guide.



- After unlocking the back door and removing your supplies, guide the power cord through the opening in the cart and plug it into an outlet. If the cord is too short, use the extension cord provided.
- Lock back door with barrel key.

- Open the front of the cart with the same barrel key.
- Lift and fold the top lid back onto the cart.
- Place Auto**MARK** accessories on top of the cart.

Opening the AutoMARK BMD

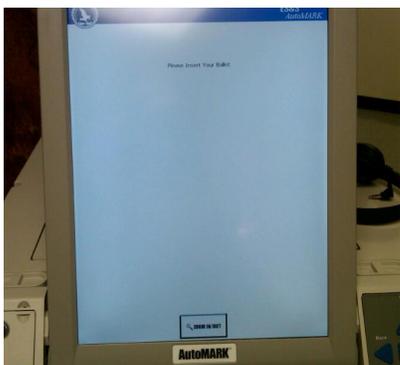
- Slide the plastic clips towards the outer edge to unlock the lid of the BMD.



- Lift lid as high as it will go and carefully pull the monitor up and out.
- Lay lid down behind the monitor and adjust its height for best visibility.



- Lift the ballot feed tray up and out for operation.



- Using the gold key, turn on the Auto**MARK** unit by turning the key to the center position; the light will turn green.
- The Auto**MARK**'s welcome screen will display "Please Insert Your Ballot"

The AutoMARK is now ready for use

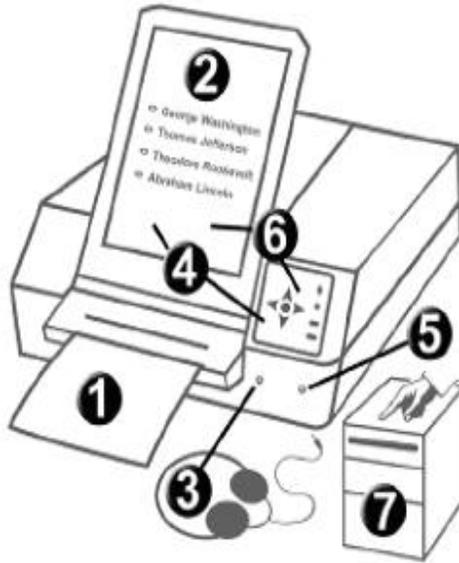
AutoMARK Voters

Chairperson Will Notify You of a Voter

All voters, including voters who wish to use the Auto**MARK** BMD, follow the same voting procedures. These procedures include:

- Voter's name is searched in the poll ledger book.
- Voter must sign the ledger book alongside name.
- Voter is given a ballot from the numbered Ballot Pad.
- The Ballot number will be recorded under the Public Counter number in the Poll Ledger Book and initialed by both Democrat & Republican Inspectors.
- The Inspector will place the ballot in the Privacy Sleeve.
- You will be notified by a Chair person or Inspector that you have an Auto**MARK** voter.

Please escort the voter to the Auto**MARK** and make them comfortable. Instruct them on the use of the Auto**MARK**.



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 a voter can use the AutoMARK:

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

Every Voter Counts

*Who Can Vote on the Auto**MARK**?*

Any voter wishing to have his/her ballot marked by the Auto**MARK** BMD, is entitled to use the equipment. The Auto**MARK** voter has all the rights afforded to all voters in that once that ballot is marked and the voter changes his/her mind, that ballot can be returned to the Inspectors for replacement.

What the AutoMARK** does.**

The Auto**MARK** assists voters in marking their ballots independently and privately. It does not keep a record of voters. It is a paper-based electronic marker for those who are unable to mark their own ballots.

Please note: Once the ballot is marked by the Auto**MARK**, the ballot still has to be inserted into the DS200 Scanner in order to cast the votes.

How Does it Work?

When a ballot is inserted into the Auto**MARK** an electronic version appears on the screen. The pictures of the ballot contest can be:

- Enlarged for easier reading.
- Displayed in reverse contrast (white letters on a black background).
- Turned off if the voter chooses to access the ballot solely using the provided headphones and key pad.

The Audio description of the ballot can be used in place of, or in conjunction with the visual version on the screen.



Additionally ancillary equipment for the Auto**MARK** is a sip and puff device (*voters may use their own, if they have it*) and rocker paddles.

The Auto**MARK** is programmed in dual language (Spanish) for non-English speaking voters.

AutoMARK Alerts:

The Auto**MARK** will alert voters of under votes and won't allow for over votes. The voter may make changes before the ballot is marked.

Auto**MARK** voters are provided a summary of their selections. When the voter selects "MARK BALLOT" appropriate ovals on the ballot are marked according to the choices made.

The ballot, after printing, is ejected from the machine and put back into the privacy sleeve.

Please escort the voter back to the Election District table where he/she signed in so that he/she can insert the ballot into the scanner for tabulation.

Please check off a number on the Numerical Check-off list for every voter that used the AutoMARK on your Return of Canvass (see page 11).

Please Note: If the voter, after marking the ballot, changes his/her mind, that ballot must be returned to the Election District to be marked SPOILED. Only upon its return can a new ballot be issued.

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 ONLY if there are marks on the ballot. Non-disabled voters may also use the AutoMARK if they so desire.

SPOILED BALLOTS – FLED BALLOTS

Monitoring the Polling Location

Throughout the day, walk around the polling location. If you see a voter needing assistance, do your best to help. If you see a voter, ripping up a ballot, ask them to return it to their Election District instead. It is important that every voter can exercise their constitutional right to vote.

PLEASE DO NOT ALLOW ANY VOTER TO LEAVE THE PREMISES WITH A BALLOT, EVEN IF IT IS BLANK. Once they leave, their voting period has ended.

Spoiled Ballots

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

PLEASE NOTE: By law there is a maximum of three (3) ballots per voter. Ballots can only be replaced when the original is returned.

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**.'

Locate the T/AD/ED on the Ballot and return the ballot to that Election District. The Inspectors of the ED will follow procedures for handling **SPOILED BALLOTS**.

If however, a ballot is found on top of or in the DS200, then that ballot can be scanned into the DS200 by a bipartisan team of that Election District.

THE DS200 SCANNER

The DS200 is a scanner and a tabulator. All voters, including Auto**MARK** voters will place their ballot into the appropriate DS200 Scanner to cast their votes.

The DS200 will only read the ballot that has been programmed for the specific Election District. Any other ballot inserted will be rejected. A Message on the screen will say 'Election Not Defined.'



- The DS200 will recognize ballots that are “under voted”, “over voted” or both.
- It will give the voter the option of returning the ballot for correction or replacement.
- It will also give the voter the option of casting the ballot ‘as-is’ resulting in those contests not being counted in the final tabulation.
- When the voting is complete, it will thank the voter and notify them that their votes have been counted.

DS200 Malfunction

In the event the DS200 malfunctions and the Chair person is unable to remedy the situation, they will notify the Board of Elections of the problem.

As the Poll Coordinator, please assist them if necessary. .

**CHAIRS NEED TO TELL THE BOE FROM WHAT
POLLING LOCATION THEY ARE CALLING.**

Chapter 10

Countywide Street Finder

A voter may be referred to you by a Chair person, if their name cannot be found in the Poll Ledger Book.

The voter may believe they are in the correct Polling Location, or they may have recently moved and are unsure of where they go to vote.

As a Poll Coordinator, you can assist them by looking up their address in the countywide street finder book provided.

MUN. CODE	STREET	TYPE	P_DIR	CITY	FROM	THRU	ODD/EVEN	ZIP	POLL SITE	POLL ADDRESS	POLL CITY
OB 15 049	ABBOT	LN		HICKSVILLE	0	9999999	B	11801	DUTCH LANE SCHOOL	50 STEWART AVE	HICKSVILLE, NY 11801
HEM 15 018	ABERDEEN	ST		EAST MEADOW	2342	2472	B	11554	MCVEY SCHOOL	2201 DEVON ST	EAST MEADOW NY 11554
HEM 15 021	ABINGTON	PL		EAST MEADOW	363	425	B	11554	MCVEY SCHOOL	2201 DEVON ST	EAST MEADOW NY 11554
OB 15 049	ABODE	LN		HICKSVILLE	0	9999999	B	11801	DUTCH LANE SCHOOL	50 STEWART AVE	HICKSVILLE, NY 11801
OB 15 049	ACCESS	LN		HICKSVILLE	0	9999999	B	11801	DUTCH LANE SCHOOL	50 STEWART AVE	HICKSVILLE, NY 11801
OB 15 012	ACORN	CT		GLEN HEAD	0	9999999	B	11545	TOWN OF OB COMMUNITY CENTER	200 GLEN HEAD RD	GLEN HEAD NY 11545
OB 15 049	ACRE	LN		HICKSVILLE	0	9999999	B	11801	DUTCH LANE SCHOOL	50 STEWART AVE	HICKSVILLE, NY 11801
OB 15 003	ADAMS	CT		OYSTER BAY	0	9999999	B	11771	OYSTER BAY TOWN HALL	54 AUDREY AVE	OYSTER BAY, NY 11771
OB 15 025	ADAMS	ST		HICKSVILLE	1	29	B	11801	WOODLAND SCHOOL	85 KETCHAM RD	HICKSVILLE, NY 11801
OB 15 003	ADAMS	ST		OYSTER BAY	0	9999999	B	11771	OYSTER BAY TOWN HALL	54 AUDREY AVE	OYSTER BAY, NY 11771
OB 15 040	ADDISON	LN		GREENVALE	1	105	B	11548	OLD BROOKVILLE VILLAGE HALL	201 MC COUNS LN	OLD BROOKVILLE, NY 11548
OB 15 015	ADDISON	LN		GREENVALE	2222222	2222222	E	11548	PRIMARY SCHOOL	100 RYEFIELD RD	LOCUST VALLEY NY 11560
HEM 15 018	ADELAIDE	CT		EAST MEADOW	1783	1834	B	11554	MCVEY SCHOOL	2201 DEVON ST	EAST MEADOW NY 11554
OB 15 007	ADELPHI	RD		HICKSVILLE	0	9999999	B	11801	WOODLAND SCHOOL	85 KETCHAM RD	HICKSVILLE, NY 11801
OB 15 049	ADMIRAL	LN		HICKSVILLE	0	9999999	B	11801	DUTCH LANE SCHOOL	50 STEWART AVE	HICKSVILLE, NY 11801
HEM 15 004	ADDOFO	PL		WESTBURY	2326	2368	B	11590	BOWLING GREEN SCHOOL	2340 STEWART AVE	WESTBURY NY 11590
NH 15 002	ADVENT	PL		WESTBURY	9999999	9999999	B	11590	UNITED METHODIST CHURCH-WESTBURY	265 ASBURY AVE	WESTBURY NY 11590
NH 15 002	ADVENT	ST		WESTBURY	0	8686868	E	11590	UNITED METHODIST CHURCH-WESTBURY	265 ASBURY AVE	WESTBURY NY 11590
NH 15 003	ADVENT	ST		WESTBURY	511	511	O	11590	UNITED METHODIST CHURCH-WESTBURY	265 ASBURY AVE	WESTBURY NY 11590
NH 15 003	ADVENT	ST		WESTBURY	515	515	O	11590	UNITED METHODIST CHURCH-WESTBURY	265 ASBURY AVE	WESTBURY NY 11590
NH 15 003	ADVENT	ST		WESTBURY	519	519	O	11590	UNITED METHODIST CHURCH-WESTBURY	265 ASBURY AVE	WESTBURY NY 11590
NH 15 003	ADVENT	ST		WESTBURY	523	523	O	11590	UNITED METHODIST CHURCH-WESTBURY	265 ASBURY AVE	WESTBURY NY 11590
NH 15 003	ADVENT	ST		WESTBURY	555	555	O	11590	UNITED METHODIST CHURCH-WESTBURY	265 ASBURY AVE	WESTBURY NY 11590
OB 15 051	ALAN CREST	DR		HICKSVILLE	0	9999999	B	11801	LEE AVE SCHOOL	1 7TH STREET	HICKSVILLE NY 11801
OB 15 046	ALBANY	ST		HICKSVILLE	0	9999999	B	11801	OLD COUNTRY ELEM SCHOOL	49 RHODES LN	HICKSVILLE, NY 11801
NH 15 002	ALBEMARLE	RD		WESTBURY	17	45	O	11590	UNITED METHODIST CHURCH-WESTBURY	265 ASBURY AVE	WESTBURY NY 11590
NH 15 003	ALBEMARLE	RD		WESTBURY	20	20	B	11590	UNITED METHODIST CHURCH-WESTBURY	265 ASBURY AVE	WESTBURY NY 11590
NH 15 003	ALBEMARLE	RD		WESTBURY	22	22	B	11590	UNITED METHODIST CHURCH-WESTBURY	265 ASBURY AVE	WESTBURY NY 11590
NH 15 002	ALBEMARLE	RD		WESTBURY	34	36	E	11590	UNITED METHODIST CHURCH-WESTBURY	265 ASBURY AVE	WESTBURY NY 11590
OB 15 029	ALBERGO	LN		SYOSSET	0	9999999	B	11791	VILLAGE SCHOOL	90 CONVENT RD	SYOSSET NY 11791
OB 15 023	ALBERT	AVE		SYOSSET	0	9999999	B	11791	VILLAGE SCHOOL	90 CONVENT RD	SYOSSET NY 11791
OB 15 056	ALBERT	RD		HICKSVILLE	0	9999999	B	11801	LEE AVE SCHOOL	1 7TH STREET	HICKSVILLE NY 11801
NH 15 002	ALBERT	RD		OLD WESTBURY	0	9999999	B	11566	UNITED METHODIST CHURCH-WESTBURY	265 ASBURY AVE	WESTBURY NY 11590
OB 15 056	ALBERT	ST		HICKSVILLE	14	14	B	11801	LEE AVE SCHOOL	1 7TH STREET	HICKSVILLE NY 11801
OB 15 056	ALBERT	ST		HICKSVILLE	15	15	B	11801	LEE AVE SCHOOL	1 7TH STREET	HICKSVILLE NY 11801
OB 15 055	ALBERT	ST		HICKSVILLE	21	33	B	11801	LEE AVE SCHOOL	1 7TH STREET	HICKSVILLE NY 11801
OB 15 015	ALBERTA	PL		LOCUST VALLEY	0	9999999	B	11560	PRIMARY SCHOOL	100 RYEFIELD RD	LOCUST VALLEY NY 11560
NH 15 001	ALBERTSON	LN		OLD WESTBURY	0	9999999	B	11566	WHEATLEY HIGH SCHOOL	11 BACON RD	OLD WESTBURY NY 11566
OB 15 060	ALEXANDER	AVE		HICKSVILLE	1	36	O	11801	FORK LANE SCHOOL	4 FORK LN	HICKSVILLE NY 11801
OB 15 061	ALEXANDER	AVE		HICKSVILLE	2	66	E	11801	LEE AVE SCHOOL	1 7TH STREET	HICKSVILLE NY 11801
OB 15 061	ALEXANDER	AVE		HICKSVILLE	41	76	O	11801	LEE AVE SCHOOL	1 7TH STREET	HICKSVILLE NY 11801
OB 15 061	ALEXANDER	AVE		HICKSVILLE	100	100	E	11801	LEE AVE SCHOOL	1 7TH STREET	HICKSVILLE NY 11801
HEM 15 009	ALICE	CT		WESTBURY	73	85	B	11590	BOWLING GREEN SCHOOL	2340 STEWART AVE	WESTBURY NY 11590
NH 15 010	ALICIA	DR		WESTBURY	0	9999999	B	11590	POWELLS LANE SCHOOL	603 POWELLS LN	WESTBURY NY 11590
OB 15 055	ALICIA	ST		HICKSVILLE	0	9999999	B	11801	LEE AVE SCHOOL	1 7TH STREET	HICKSVILLE NY 11801
OB 15 035	ALLEN	DR		EAST NORWICH	0	9999999	B	11732	JAMES HENRY VERNON SCHOOL	880 OYSTER BAY RD	EAST NORWICH NY 11732
OB 15 026	ALLEN	CT		SYOSSET	0	9999999	B	11791	BERRY HILL SCHOOL	181 COLD SPRING RD	SYOSSET NY 11791

Reading the Street List

The countywide street list is in alphabetical order by STREET name. It contains 12-columns.

The Columns are:

- #1 Muni_Code.
 - The Muni_Code stands for the township. For example
HEM= Town of Hempstead; **NH**= Town of North Hempstead;
OB= Town Oyster Bay, **LB**= City of Long Beach; and **GC**=
 City of Glen Cove
 - The next 2-digit number is the Assembly District; and
 - The 3-digit number following, is the Election District
- #2 – Street Name
- #3 - Street Type
- #4 – Street Direction
- #5 – City
- #6 - & #7 – House Numbers ‘From’ and ‘To’
- #8 – refers to **O**dd or **E**ven numbers or **B**oth
- #10 – Correct Polling Location for that address
- #11 – The address of the Polling Location

When a voter approaches you for direction, ask for their current address.

Begin by searching the (*use a ruler as a placeholder if that's helpful*):

- Street name - column #2
- Street type (*Avenue, Path, Lane, etc*) - column #3
- Street Direction, if the street contains North, South, West or East –
column #4
- City – column # 5
- House number – columns 6 & 7

- Odd/Even column # to determine if the house number is ' Even or Odd.'

Found it!

With the information searched and found, you can advise the voter of the correct polling location and polling location address (columns 10, 11 & 12).

From your supplies, pull out the Polling Location Pad. Complete the form for the voter indicating the:

TAD – Town and Assembly District – can be found in the ' Muni_Code'

Location: Name of their correct Polling Location

Address: Address of the correct Polling Location

Town: Town of the correct Polling Location

ED: Election District within the Polling Location – the last 3-digit number under the Muni_Code column (#1) *

The Election District number is very important;
it tells the voter to which table they go.

Chapter

11

CLOSING THE POLLS

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

After the poll closes at 9pm and the last voter has left the building, close down the Auto**MARK** BMD.

The Steps to close the AutoMARK**, are as follows:**



Refer to the Quick Open-Close Reference Card for details

1. Turn OFF the Auto**MARK** with the gold key, by turning the key to the left (OFF) position.
 - The light will turn red;and
 - The monitor will go black
 - Remove Key
2. Fold the Ballot Feed tray up
3. Lift the lid and gently put the monitor down into the machine
4. Lower the lids and slide the plastic clips toward the center to secure the lid.
5. Fold the top lid of the Auto**MARK** cart.
6. Close and lock the front doors using the barrel key.
7. Open the back door of the cart with the barrel key.
8. Gather all the Auto**MARK** accessories and place in the bottom compartment of the Auto**MARK** cart.

9. Unplug the cord from the outlet. If an extension cord was used, place it back in the bottom compartment of the cart.
10. Place the Countywide Street List on the side of the Auto**MARK** in the cart.
11. Take 2 strap seals from the Poll Coordinator's Bag and record the numbers for the seals that will be placed on the front and back doors on the Return of Canvass.
12. Place the completed Return of Canvass inside the Poll Coordinator's Bag.
13. Remove the magnifiers from the Privacy Booths and place inside the Poll Coordinator's Bag.
14. Place Poll Coordinator's Bag inside the Auto**MARK** cart.

NOTE: Before closing the machine, record the Strap seals that will be placed on the front and back doors of the Auto**MARK** cart on the closing section of the Return of Canvass. Both Coordinators sign the Return of Canvass.

15. Take the folding table and place it inside the Auto**MARK** cart.
16. Lock and seal the Auto**MARK** cart doors.
17. Return the keys to the Chair person's suitcase.

Return of Canvass:

On the Return of Canvass (*see sample on page 11*), complete the bottom portion. The seal numbers should have been recorded before locking the Auto**MARK**.

Both Coordinators sign the Return of Canvass on closing.

Please wait for and assist the Inspectors in your Polling location.

Thank you for a job well done!

POLL COORDINATOR REFERENCE GUIDE

Responsibilities:	Coordinator	Chair Person	Inspector
Attends Training Class	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Picks up suitcase	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Arrives at Polling site 5:15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sets up ED Table	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sets up Polling signs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Completes Canvass Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sets up DS200	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Checks and records DS200 Seals Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monitors DS200 voters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sets up Privacy Booths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sets up AutoMARK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checks and records AutoMARK Seals Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signs in voters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Checks voters' ID if required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Directs voters to Privacy Booth	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Helps voters to use AutoMARK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitors Polling location	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports Missing Inspectors to the BOE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Borrows Inspectors from other ED's if needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monitors Exits (<i>from voters leaving w/ ballots</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitors Voter Assistance, Poll Watchers & the Media	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Closes DS200	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Closes AutoMARK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes the Canvass Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Returns the supplies and vote canvass to the police precinct.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>