Welcome!

Marion County Judge & Clerk Training
2010 General Election
Agenda

- Poll Worker Responsibilities
- Receiving Voters
- Voter Accessibility
- Setting Up Voting Equipment
- Troubleshooting
- What’s New for 2010
- Review and Reminders
Poll Worker Responsibilities

- Inspector
- Judge
- Clerk
Precinct Staffing

• Up to five poll workers per precinct:
  – Inspector
  – Two Judges
  – Two Clerks

• Election Board and county Democratic party are responsible for assigning Inspectors

• Two major political parties are responsible for assigning Judges and Clerks

• Clerks and Judges may work a half day
  – Inspectors must work a full day
Precinct Election Board

- Made up of three members:
  - One Inspector
    - “Boss” of the precinct
    - Checks photo ID
    - Issues challenges
  - Two Judges, one from each major political party
    - Checks photo ID
    - Issues challenges
    - Assists voters with disabilities

- Ensures the election runs smoothly
- Votes on precinct issues that may arise
• Poll Clerks
  – “Ballot Control”
  – Check ID (now permitted by state law)
  – Manage the Poll Book
  – Initial ballots
  – Determine ballot style
  – Hand out ballots
  – Perform signature counts
Receiving Voters

- Poll Book Basics
- Seven Steps at the Clerks’ Table
  - Voter ID
  - Ballot Styles
  - Ballot Instructions
- Absentee Ballots
- Provisional Ballots
- Signature Count Log
Poll Book Basics

• Review of the Poll Book Legend
  – Name/Address/DOB Block
  – Signature Block
  – Other Issues
    • Affirmation of Residence Required
    • Proof of Residency
    • Voter Identification
    • Name/Address Changes
Poll Book Basics

• List of every citizen registered to vote in a precinct
  – Contains the name, address, date of birth and signature of each voter
  – Indicates if the voter needs to show additional identification

• Each precinct has one poll book

Instructions are found on the front of the poll book
## Poll Book Basics

### Name and Address Block
- Voter information listed alphabetically by last name
- Date of birth found under the voter’s address

<table>
<thead>
<tr>
<th>Voter Name</th>
<th>Address</th>
<th>DOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>RICH, SUSIE</td>
<td>1112 ACME AVE</td>
<td>1/1/1900</td>
</tr>
<tr>
<td></td>
<td>INDIANAPOLIS, IN</td>
<td>1/1/1900</td>
</tr>
<tr>
<td>VOTER, VALERIE</td>
<td>1234 ANYWHERE ST</td>
<td>1/1/1900</td>
</tr>
<tr>
<td></td>
<td>APT 236</td>
<td></td>
</tr>
<tr>
<td></td>
<td>INDIANAPOLIS, IN</td>
<td></td>
</tr>
<tr>
<td></td>
<td>46201-1111</td>
<td></td>
</tr>
</tbody>
</table>

### Scanned Signature
- Original signature provided by voter when they registered or updated their records
- Used to compare voter’s signature in the poll book to the signature on file

### Sign Here
- Location the voter signs **AFTER** the poll worker reviews their photo ID

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Questions on Election Day? Call 327-2000
# Poll Book Basics

## Precinct Split
- If the precinct is split for any reason, the split is indicated here and denoted as A, B, C...

## ABS
- Abbreviation for “Absentee”
- Circle when processing absentee ballots

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**Example of Precinct Split:**

<table>
<thead>
<tr>
<th>Voter Name</th>
<th>Address Unchanged</th>
<th>Name/Address Change</th>
<th>DOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>RICH, SUSIE</td>
<td></td>
<td></td>
<td>11/1/1900</td>
</tr>
<tr>
<td>1112 ACME AVE</td>
<td></td>
<td></td>
<td>INDIANAPOLIS, IN 46201-1111</td>
</tr>
<tr>
<td>VOTER, VALERIE</td>
<td></td>
<td></td>
<td>1/1/1900</td>
</tr>
<tr>
<td>1234 ANYWHERE ST APT 235</td>
<td></td>
<td></td>
<td>INDIANAPOLIS, IN 46201-1111</td>
</tr>
</tbody>
</table>
**Poll Book Basics**

**Proof of Residency**
- Voter MUST show proof of residency to the Clerk: valid driver's license, bank statement, government check, government document, paycheck or utility bill.
- Clerk MUST enter proper residency code (See instructions in the front of poll book for more information)

**DLN/SSN4**
- If the voter ID number is not stored in the system, ‘DLN/SSN4: ___’ will print
- Clerk must request either the driver’s license number or the last four digits of the voter’s social security number
- Voter is not obligated to provide the information

Questions on Election Day? Call 327-2000
Poll Book Basics

Need Current Signature
• Message prints when a voter’s signature is not stored in the system

Affirmation of Residence Required
• If the voter’s registration is inactive, ‘Affirmation of Residence Required’ will print on the Poll List
• Voter must fill in their address
Poll Book Basics

Name/Address Change
- If the voter’s address has not changed, the Clerk can check the ‘Address Unchanged’ box.
- If there is a name or address change, check this box AFTER voter completes the Name/Address Change Affidavit (VRG 4/12) found in the Inspector Binder.
  - In cases where a name changes, the voter fills out the affidavit and signs the poll book with their new name.
  - Before allowing a voter whose address has changed to vote, please refer to page 22 of the Secretary of State’s handbook to determine if the voter is eligible to vote in your precinct.
- If you have questions, ask your Inspector to call 327-2000.
Seven Steps at the Clerks’ Table

When a voter arrives, the clerks…

1. Greet voter (with a smile!)
2. Ask for and find voter’s name in the poll book
3. Check the voter’s photo ID
4. Allow voter to sign the poll book
Seven Steps at the Clerks’ Table

5. Ask whether voter wants to use a paper ballot or iVotronic

6. Select the correct ballot style

6. Initial the back of the paper ballot
   – For paper ballots, both Clerks must initial!
   – Inspector or Judge can initial if only one Clerk is present
     • If Inspector is the only poll worker, they should use their initials twice
Voter ID

• Four Questions Requirements
  1. Photo
     • Should be a reasonable likeness
  2. Expiration Date
     • Must be current or expired after last general election (Nov. 4, 2008)
  3. Government Issued
     • Federal or state of Indiana, including public schools
  4. Name reasonably conforms with poll book
     • Does not mean match exactly

• For more information:
  – Page 19 in the Secretary of State’s Handbook
  – Inspector Binder contains Voter ID scenarios
Voter ID

- Government Issued
  - Federal or State of Indiana
    - Military ID, passports OK
    - Out-of-state licenses or ID do NOT work
  - State schools, like IU, Purdue or Ivy Tech OK
    - Private schools like Butler or University of Indianapolis do NOT work
Voter ID

• Name reasonably conforms with poll book
  – The voter’s name on the photo ID must conform to the name of the voter registration card
  – People commonly use nicknames, middle names and initials as a substitute for their given first name
  – Examples that conform with “Robert John Crew”
    • Robert John Crew
    • Robert J. Crew
    • Robert Crew
    • R. John Crew
    • R. J. Crew
    • Bob John Crew
    • Bob J. Crew
    • Bob Crew
    • John Crew
    • J. Crew

Conform does NOT mean match identically.
What’s on the Ballot

• 2010 General Election Ballot
  – Federal
    • U.S. Senate, U.S. House of Representatives
  – State
    • Secretary of State, Treasurer and Auditor
    • State Representative and State Senate
  – Local
    • Sheriff, Prosecutor, Clerk, Assessor, Auditor, Recorder
    • Township Trustee, Constable, Small Claims Court Judge
  – Public Question & Judicial Retention Questions
Selecting Correct Ballot Style

To confirm ballot selection, look for the voter’s ward, precinct and split on the BACK of the ballot.
Selecting Correct Ballot Style

Don’t forget:
Two sets of initials MUST be on the back of ballot!
Voting on the M-100

Three voting options:

1. **Straight Party**
   - Darken oval next to party emblem to cast a vote for ONLY one party
   - Instruct voter to darken oval NOT the party emblem
   - Does not record votes for public or judicial retention questions
     - Voter should complete this section, if desired

2. **Ticket Split**
   - Ignore straight party option
   - Darken oval next to individual candidates regardless of party affiliations
Voting on the M-100

• Three voting options, con’t:
  3. Scratch
    • Darken oval next to party emblem AND darken oval next to candidate to cross over in one or more races
    • Example:
      – Voter darkens oval next to Libertarian party
      – Voter ALSO darkens oval next to Republican dogcatcher candidate
      – Ballot will read votes for all Libertarian candidates EXCEPT the Republican will get vote in dogcatcher race

• Remind voters they may have option to vote for more than one candidate (see next slide)
Ballot Instructions

Remind voters to follow the instructions!

Some offices specify to select multiple candidates. For example, “Vote For No More Than TWO (2):”

Some offices only select one candidate
Voting on the M-100

• When finished, ballot is inserted under the black flap of the M-100
  – Does not matter if ballot is face up or face down, forward or backward

• If the voter selects too many candidates in a particular race, the M-100 will beep
  – Voter presses “Accept” if they intended to overvote
  – Voter presses “Return” if they made an error and would like to vote again
    • Ballot is marked spoiled
    • Clerks initial and provide voter with a new ballot
Selecting Correct iVotronic Ballot

- Clerk finds voter’s name in poll book
- Inspector/Judge inserts PEB
- Inspector /Judge selects the correct ward/precinct
  - Found in the upper left corner of the screen
- Inspector /Judge confirms ward/precinct
- Inspector /Judge removes PEB
- Inspector /Judge touches screen to activate visual ballot
iVotronic Ballot

- Inspector steps away from machine
- Voter touches the screen and ballot appears
- Voter makes their selection(s) and follows the instructions to cast their ballot
- iVotronic confirms voter’s selection
- Voter presses the “VOTE” button on screen or the button above the screen
Audio iVotronic Ballot

• For an audio ballot, the Inspector:
  – Plugs in the headphones
  – Inserts PEB
  – Selects correct ward/precinct for the voter
  – Selects correct ballot style for the voter
  – Presses green button to activate audio ballot
    • Screen will intentionally go blank
  – Assists voter to the machine (if needed) and then steps away
iVotronic Ballot

• With an audio ballot, the voter:
  – Listens to the instructions first
  – Uses the yellow up and down arrows to select the contests
  – Uses the green button to make a selection in each race
  – Presses the “VOTE” button at the top of the screen
    • All of the buttons are Braille-enabled to assist the voter
Absentee Ballots

• Receiving Absentee Ballots
  – Delivered throughout the day
    ▪ Double-check the names on list match the ballots/envelopes delivered to the precinct

• Processing Absentee Ballots
  – Optical Scan Paper ballots
  – iVotronic ballots

• Voting Absentee Ballots
Absente Ballots

- Processing Absentee Ballots
  - Confirm ABS report belongs to your ward & precinct
  - Find name in poll book
  - Announce voter’s name
  - Compare signatures (application vs. absentee secrecy envelope)
  - Circle ABS in the poll book
  - Print voter’s name followed by ABS
    - Example: Jane Smith - ABS
List of Early Voters using iVotronic

• New state law requires Election Board to provide an accessible voting option at early voting locations
  – In Marion County, the accessible machine is the iVotronic
  – If an early voter living in your precinct uses the iVotronic, you will be contacted before Election Day and instructed how to process absentee ballots cast on an iVotronic
• Questions? Call the Inspector Hotline at 327-2000
Seven Steps for Voting Absentee Ballots

After processing the absentee ballots into the poll book, poll workers should:
1. Open ‘Absentee Ballot Secrecy Envelope’
2. Remove the ballot
3. Check for the seal of the Circuit Court Clerk
4. Check for initials of absentee board
5. Place ballots in M-100 Uncounted Ballot Storage Bin
   • Especially important if your polling location is busy and you need a safe place to store absentee ballots – just don’t forget they are there!
Seven Steps for Voting Absentee Ballots

6. When done opening all absentee ballot secrecy envelopes, Judges should remove ballots from storage bin and scan into the M-100 face down

7. Pack applications and empty envelopes in the Absentee Paperwork Envelope found in Poll Kit

STOP

If a person arrives to cast a ballot AFTER you process their absentee, they **must be prohibited** from voting
Provisional Ballot

• Provisional ballots should be considered a last resort after exhausting all options
  – If voter is not in Poll Book, call the Inspector Hotline
    • If they are registered at your precinct:
      – Enter certificate of error number in the back of your poll book
      – Print voter’s name
      – Ask them to sign next to their printed name
    • If they are registered but at the wrong polling location:
      – Provide the voter with an address to the correct polling location by using the list found in the yellow folder
      – Let voter know they can call 327-VOTE to find out where they go to vote
Provisional Ballot

• Most common uses of provisional ballot
  – Voter does not have a valid, government-issued photo ID
    • Vote provisionally, but voter can bring an ID to the Election Board note later than noon 10 days after the election
  – If voter is NOT registered, but insists on voting
    • Allow them to vote provisionally
Provisional Ballot

• Use provisional ballot kit
  – Found in your Poll Kit
• Poll worker AND voter MUST fully complete pre-printed form (PRE-4) found on the security envelope
• Issue a ballot in the proper manner
  – Use a regular ballot
  – Initial back of ballot
  – Be sure to place a provisional sticker on the ballot (found in provisional ballot kit)
Provisional Ballot

• Do NOT allow voter to cast a provisional ballot on the M100!
  – Ask voter to return to your table after completing the ballot
• Ask voter to seal ballot in the provisional ballot security envelope
• Voter must complete the PRO-2, which is printed on the front of the provisional ballot security envelope
• Poll worker should keep provisional ballots secured throughout the day
Ballot and Signature Audit Log

• Tracks the number of ballots delivered and issued throughout the day and compares it to the number of signatures in the poll book

• Clerks are responsible for completing the log three times during the day at 6 a.m., 10 a.m. and 2 p.m.
  – Form is found in the Inspector Binder
  – Totals should be cumulative, not incremental
Ballot and Signature Audit Log

- Additional tally worksheet on the back of audit log to track:
  - iVotronic voters
  - Cancelled iVotronic ballots
  - Provisional voters

Be sure to complete this form throughout the day, as the information will assist in completing the Ballot Accounting Certificate after the polls close!
Voter Accessibility

- Room Layout
- Location Improvements
- Common Courtesies
- iVotronic Features
- Affidavit of Voter Assistance
Room Layout

• Arrange polling place to allow for smooth traffic flow
• Provide an unobstructed and easy to navigate path for voters with disabilities
• Allow approximately five square feet for a wheelchair to navigate around the voting equipment
• Verify voter accessibility station is private
Location Improvements

• Some locations will have items delivered to their polling location to make it more accessible:
  – Ramps
  – Cones
  – Doorbells
  – Disability Parking Signs
Common Courtesies

• Always ask first if a person with a disability needs your help
  – Assist a person who is blind by offering your arm or shoulder for the person to hold as you guide them to a voting machine

• Always look and speak directly at a person with a disability, not the interpreter, companion or helper
Common Courtesies

• When greeting a person who is blind or has low vision, always identify yourself
• Don’t shout or speak in the person’s ear
• Signal with a tap or a wave to get the attention of person who is deaf.
  – Face the person you are speaking with and speak clearly but naturally, don’t exaggerate
iVotronic Features

• For an audio ballot, the Judge:
  – Inserts PEB
  – Presses green button
  – Plugs in the headphones

• With an audio ballot, the Voter:
  – Listens to the instructions first
  – Uses the yellow up and down arrows to select the contests
  – Uses the green button to make a selection in each race
  – Presses the “VOTE” button at the top

• Volume control is found on the headphones
iVotronic Features

- iVotronic monitor can be removed from the stand and placed on a table or on the tray of a wheelchair
  - Battery can last for about two hours; be sure to insert the plug into the monitor when placing it back into the stand
Affidavit of Voter Assistance

(PRE-3)

• A voter may be assisted only if:
  – The voter has a disability or is unable to read or write the English language
  – The voter requests assistance BEFORE entering the poll booth

• Anyone can be designated to assist the voter, except for the voter’s employer or union representative
Affidavit of Voter Assistance

PRE-3

• If voter does not designate a person to help them, both Judges must assist
• Affidavit must be completed BEFORE entering the Poll booth
• Form found in Inspector binder under Tab 3
Setting Up Voting Equipment

M-100
(optical scan ballot reader)

iVotronic
(touch screen machine)

Questions on Election Day? Call 327-2000
Why Two Machines?

• iVotronic
  – Federal law requires voting equipment with accessibility functions
  – iVotronic FIRST!
    • Must be set up before M-100, otherwise a technician will need to come to polling site to correct the error

• Model 100
  – Optically scans paper ballots
Voting Equipment Setup Overview

• Physical Setup
  – Assemble iVotronic stand

• Technology “Boot Up” Order
  – Plug in iVotronic
  – Initialize iVotronic
  – Plug in M-100
  – Unpack and plug in PEB reader to M-100
  – Initialize M-100 using PEB Reader and PEB
  – Print zero tape report from M-100

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information
Questions on Election Day? Call 327-2000
iVotronic Set Up

- Open carrying case
- Unfold booth legs
- Unwind cord - do NOT plug in yet
- Close case lid
- Turn unit over
- Insert legs
- Turn unit upright
- Open cover
- Lift top and side privacy blinders and snap sides into back cover
- Unsnap metal bar “kickstand” under iVotronic near top

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information
iVotronic Set Up

- Connect power cable to terminal at top of iVotronic terminal
- Plug power cord into AC outlet
- Insert PEB into PEB slot
- Watch progress bar
- Confirm Poll site on touchscreen
- When screen indicates, remove PEB, and the terminal will finish opening
- Press the “Vote” button to exit and the iVotronic screen will go blank
- Proceed to M-100

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information
PEB Reader

- PEB Reader connects to M-100 to transfer iVotronic data from PEB to M-100
- PEB Reader transfers data so the following can occur on M-100:
  - Zero Report can be printed
  - Results Tape can be printed
  - Tabulate and store votes

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information
M-100

PEB Reader Plug

- LCD Status Display
- Menu Control Buttons
- Key Access Panel
- Printer
- Paper Slot
- Printer Access Panel
- PC Card Slot Access Panel
- Parallel/Serial Port Access Panel
- Ballot Entry Slot

Questions on Election Day? Call 327-2000
M-100 Set Up

- Unlock control access panel and lower door (red key)
- Remove lid
- Insert power cord and thread to back left side of metal ballot box
- Slide scanner forward
- Connect power cord to back of M-100 machine
- Slide scanner back without pinching cord

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

Questions on Election Day? Call 327-2000
M-100 Set Up

- Plug power cord into wall outlet
- Check ballot compartments to confirm they are clear of contents, then close
- Connect PEB reader cord to front of scanner
  Plug PEB Reader into AC outlet
- Open access panel to left of scanner
- Insert Red Key and turn to “Open/Close Polls”
- A message - “Open the Polls” - will appear on the M-100 Screen
- Press the button below “Yes”
- Turn key to “VOTE”

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information
M-100 Set Up

- Insert PEB into PEB Reader
- Print Zero Tape (example on next slide)
  - Review and confirm all races show zero vote
  - Inspector and Judge(s) sign
  - File zero report in the correct envelope
- Remove PEB when screen reads: Insert ballot
- Disconnect PEB reader and store in ballot case
- Remove keys, close and lock control access panel door and secure keys
- Place voter privacy screen on top

→ Machines are ready for voting

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information
*** System Zero Report ***  
11:26:52 04/19/2007  

IN 2007 PRIMARY DEMO  
Primary Demo 2007  
0001 PRECINCT 1 0001  
Election Date: May 08, 2007  

Model 100  
Total Number Voting:  

iVotronic  
PEB Serial Number: 145457  
Polling Place Public Count: 0001  
Total Ballots Counted: 0000  

Number of terminals: 0001  
Serial Number: 5120103  
Polling Place Public Count: 0001  
Protective Count: 000076  
OPENED 12:29:23 04/19/2007  
NOT CLOSED  
Terminal Ballots Counted 0000  

*** Precinct Zero Report ***  
11:26:53 04/19/2007  

IN 2007 PRIMARY DEMO  
Primary Demo 2007  
0001 PRECINCT 1 0001  
Election Date: May 08, 2007  
PRECINCT 1  

Model 100  
Total Number Voting:  

iVotronic  
Total Ballots:  

Ballots for Code 00001-01-01  
Ballots for Code 00004-01-01  

Ballots Counted:  

Party Counts  
ALL  
a-SFe  
Ballot Style Counts  
Ballot Style 1:  
Ballot Style 1:  

(REP) FAVORITE HOODESTER ACTRESS  
VIVICA A. FOX  
Model 100  
iVotronic  
CAROLE LOMBARD  
Model 100  
iVotronic  
Write-in  
Model 100 (Names on ballot)  
iVotronic (Names below)  

Over Votes (N100 only)  
Under Votes  
Model 100  
iVotronic  

Total Votes  
Model 100  
iVotronic  

WE, THE UNDERSIGNED, DO HEREBY CERTIFY  
THAT THE ABOVE RESULTS ARE 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  

*** System Zero Report ***  
11:26:53 04/19/2007  

IN 2007 PRIMARY DEMO  
Primary Demo 2007  
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Primary Demo 2007  
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Election Date: May 08, 2007  
PRECINCT 1  

Model 100  
Total Number Voting:  

iVotronic  
Total Ballots:  

Ballots for Code 00001-01-01  
Ballots for Code 00004-01-01  

Ballots Counted:  

Party Counts  
ALL  
a-SFe  
Ballot Style Counts  
Ballot Style 1:  
Ballot Style 1:  

(REP) FAVORITE HOODESTER ACTRESS  
VIVICA A. FOX  
Model 100  
iVotronic  
CAROLE LOMBARD  
Model 100  
iVotronic  
Write-in  
Model 100 (Names on ballot)  
iVotronic (Names below)  

Over Votes (N100 only)  
Under Votes  
Model 100  
iVotronic  

Total Votes  
Model 100  
iVotronic  

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WHEN THE POLLS OPENED AND THAT THE  
ELECTION WAS HELD IN ACCORDANCE WITH  
THE LAWS OF THE STATE.  

ELECTION JUDGE
Voting Equipment

• Problems with your voting equipment on Election Day?
  – Continue voting. Use optical scan paper ballots and place in the uncounted ballot storage bin at the front of the M-100
  – Call 327-2000 immediately
Shutting Down Voting Equipment

• Close the iVotronic FIRST
  – Insert PEB
  – ‘Close Polls Now’ option appears after 6 p.m.
  – Follow instructions on screen
  – Break seal and remove flash card at back of touchscreen
  – Lock case with seal found in Inspector Binder in the zipper pack
Shutting Down Voting Equipment

• Close the M-100
  – Turn key from ‘vote’ to ‘open/close’
  – Attached PEB reader
  – Press ‘Close Polls’ button on screen
  – Insert PEB
  – Run Results Tape
    • Both Inspector AND Judges MUST sign
  – Break seal and remove flash card at front of machine
  – Turn key to ‘Off’ position
  – Lock lid
Voting Equipment Media

**PEB**
- Initiates iVO voting
- Transfers data from iVo to M-100

**M-100 Card**
- Stores M-100 Votes
- Found sealed in the front of the M100

**iVotronic Flash Card**
- Contains iVo ballot audit data
- Found sealed in the rear of the iVo

**Every precinct MUST return a M-100 Card**

**Managing precincts MUST ALSO return the PEB and iVo flash card**

**Each precinct MUST return a bubble pack with the proper media**

**Place bubble pack in RED carrier envelope**

Questions on Election Day? Call 327-2000
What’s New

- Write-In Candidates
- Poll Workers with Disabilities
- Credentials & Exit Polling
- Candidates as Poll Workers?
- Cell Phone Reimbursement
- League of Women Voters
- Voter ID Information
- Polling Location Maps
Write-In Candidates

• Clerks should post a list of declared write-in candidates on their table in the morning
  – For 2010 General Election, write-in candidates filed to run in Secretary of State and US House race
  – List is found in the Inspector Binder

• At closing, look for write-in votes on M-100 totals tape
Write-In Candidates

• If any, examine ALL ballots to look for write-in candidates
  – Record votes for certified write-in candidates or candidates on the ballot ONLY
    • Declared Write-In Form (MCEB-10) found under tab 4 of Inspector Binder
    • Form will permit you to enter information only for the declared write-in candidates
      – Any non-declared candidate (i.e. Mickey Mouse) is not to be counted
Poll Workers with Disabilities

- New program to encourage poll workers with disabilities to serve on Election Day
  - May be paired with a person with a disability, who will serve as an assistant poll clerk
  - Poll worker with a disability who serve as an Inspector, Clerk or Judge may bring an assistor, who should be considered an assistant poll clerk
    - Must seek prior approval
  - Inspectors will be notified if a poll worker with a disability will be working in their precinct in the event special accommodations are needed
Credentials & Exit Polling

• Credentials
  – Every non-voter entering polls should have a credential issued by their party chair or Election Board
  – Secretary of State may issue credentials to members of the national media; they are official and can enter the polling location

• Exit polling
  – Instructed to stay outside the chute
  – Can speak to voters exiting the polls
  – Voter does not need to respond
Candidates as Poll Workers?

- State law is clear that candidates appearing on the ballot cannot work as a poll worker or be a watcher in precincts where their name appears on the ballot
  - Candidates are permitted to cast a vote in their precinct on Election Day
Cell Phone Reimbursement

• MCEB is providing a $5 stipend to ONE designated poll worker who is willing to designate their cell phone as the official contact number for their precinct on Election Day
  – Most likely will be the Inspector of the precinct
  – Designee MUST mark box on the expense sheet

• Note: All polling locations should make their landline available to poll workers
League of Women Voters

- MCEB is partnering with the League of Women Voters on a survey to be completed at the end of the voting day
  - Survey is found in the front pocket of the Inspector Binder
  - Please complete and return with your materials to regional site
Voter ID Information

• For those voters who vote provisionally due to an ID issue, informational card available in Inspector Binder
  – Gives deadline date to bring valid photo ID issued by the State of Indiana or federal government to Election Board office
  – Explains what information a voter needs to bring to BMV to secure a valid state ID card
  – Provide card in addition to the form found in the state’s provisional ballot kit
Maps

- Additional map with polling locations
  - In addition to precinct maps already provided
  - Includes your precinct’s polling location and surrounding polling locations
  - Used to assist voters who arrive at the wrong site
    - To confirm where the voter should be voting, you can:
      1. Call 327-VOTE to use the automated phone-based polling place locater
      2. Call the Inspector Hotline (327-2000)
  - Map MUST stay with the precinct materials
Reminders

- Return ALL Voting Equipment Media
- Early Voting
- Arrive at 5 a.m.
- Other Resources
- Questions?
Voting Equipment Media

PEB
• Initiates iVO voting
• Transfers data from iVo to M-100

M-100 Card
• Stores M-100 Votes
• Found sealed in the front of the M100

iVotronic Flash Card
• Contains iVo ballot audit data
• Found sealed in the rear of the iVo

Every precinct MUST return a M-100 Card
Managing precincts MUST ALSO return the PEB and iVo flash card
Each precinct MUST return a bubble pack with the proper media or else you will NOT be permitted to check in at a regional site

Questions on Election Day? Call 327-2000
Early Voting

• If you’re not working in your home precinct, be sure to vote absentee
  – To vote by mail
    • Applications must be received by midnight, October 25
    • Ballots are due on or before Election Day
    • Pick up a form at training or download at www.indy.gov/election
Early Voting

• Clerk’s Office, City-County Building
  200 E. Washington Street, Room W-122
  – Begins Monday, Oct. 4
  – Monday through Friday – 8 a.m. to 8 p.m.
  – FOUR Saturdays: Oct. 9, 16, 23 & 30, 10 a.m. to 5 p.m.
  – FOUR Sundays: Oct. 10, 17, 24 & 31, 10 a.m. to 5 p.m.
  – Last Day! Monday, Nov. 1 – 8 a.m. to Noon

• Clerk’s Office, Traffic Court, 9049 E. 10th St.

• Clerk’s Office, Juvenile Court, 2451 N. Keystone Ave.
  – FOUR Saturdays: Oct. 9, 16, 23 & 30, 10 a.m. to 5 p.m.
  – FOUR Sundays: Oct. 10, 17, 24 & 31, 10 a.m. to 5 p.m.
  – Monday through Friday, Oct. 25-29: 5 to 8 p.m.
• Before Election Day…
  – Inspector should call Clerks and Judges
  – Set up polling site

• **Arrive at 5 a.m.!!**
  – **ALL** poll workers should arrive at their polling location at 5 a.m. Election Day
    • Clerks and Judges: If your Inspector does not arrive by 5 a.m., call 327-2000 immediately

• **Bring your lunch**
Resources

• Marion County Election Board Web site
  – www.indy.gov/Election
  – Training materials and videos
• Secretary of State’s Web site
  – www.IN.gov/SOS/elections
• Inspector Hotline (on Election Day)
  – 327-2000
• Election Hotline
  – 327-VOTE
  • Connects you to either Voter Registration or Election Board
Resources

• Phone-based Polling Place Locator
  – 327-VOTE
  – Confirms registration and polling place:
    • Enter voter’s birth date
    • Enter numeric portion of their street address

• Voter Information Portal
  – www.indy.gov/VIP
  – Online application confirms registration status, polling location, sample ballots, elected officials
Thank you!