Welcome!

Marion County Clerk & Judge Training
2011 Primary Election

Agenda

- What's new for 2011
- Poll Worker Responsibilities
- Receiving Voters
- Setting up Voting Equipment
- Troubleshooting
- Review and Reminders

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

- What’s new for Primary 2011
  - Public Questions
  - Ballot Types
  - 17-year old Voters
  - Candidates as Poll Workers?
  - Cell Phone Reimbursement

Questions on Election Day? Call 327-2000

What’s New

- Public Questions
  - ONLY found on the ballot in:
    - MSD of Perry Township
    - Franklin Township Community School Corporation
    - Handful of precincts in Center Township under desegregation orders

STOP

If you do not live in one of these school districts, you do NOT vote on the questions

- Found on the back of the Democratic and Republican ballots
- Non partisan ballot available with public question only

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

• Ballot Types
  – Most precincts will have two ballot types:
    • Democratic & Republican
  – Franklin & Perry Township along with a handful of precincts in Center Township will have five:
    • Democratic, Republican, Non-Partisan, 17-year old Democratic, 17-year old Republican
  – Some precincts are split, resulting in more ballot styles
  – Take time to make sure voter receives correct ballot

Questions on Election Day? Call 327-2000

What’s New

• 17-year old voters
  – State law permits 17-year olds to register and vote in the primary election
    • Must turn 18 on or before Nov. 8, 2011 general election
    • Special designation in the poll book
  – ‘Special’ Ballot
    • Only offered in Perry, Franklin & a few precincts in Center township
      – EXCLUDES the public question
      – Found in special envelopes in the Ballot Transfer Case
    • All other precincts will issue a regular ballot to 17 y/o

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

• 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
  – ARE permitted to vote in their precinct on Election Day

Questions on Election Day? Call 327-2000

What’s New

• 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 (PRE-2)
    • Only ONE designee per precinct will be paid so decide amongst poll workers who will use their phone

Questions on Election Day? Call 327-2000
Poll Worker Responsibilities

- Inspector
- Judge
- Clerk

Questions on Election Day? Call 327-2000

Poll Worker Responsibilities

- Up to five poll workers per precinct:
  - Inspector
  - Two Judges
  - Two Clerks
- Election Board is 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
• Board ensures the precinct election runs smoothly

Receiving Voters

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

• 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

**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

**Ballot Type**
- In the primary election, a voter must select a Democratic (D), Republican (R) or Non-Partisan(SB) ballot
- Non-partisan ballots only have public questions in applicable districts
- For 17 year olds, mark D OR R, making sure to provide correct ballot
- Clerk must check the ballot type

**ABS**
- Abbreviation for “Absenteep”
- Circle when processing absentee ballots

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

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

Poll Book Basics

Under 18
- Residents who are 17 now but will be 18 before the November 8, 2011 general election can vote in the May 4 primary
- Next to their date of birth, ‘Under 18’ will appear
- Follow the same procedures for any voter; however, 17 year olds select either a Democratic or Republican Ballot only
  - 17 year olds do NOT vote in public questions this year
  - Special ballots are only available in Perry & Franklin townships and a few precincts in Center township where the public question appears
    - For all other precincts, a 17 year old will use a ‘regular’ ballot

See next slide for 17 year old identifiers on the ballot
Poll Book Basics

Seven Steps at the Clerks’ Table

When a voter arrives, the clerks…
1. Ask for and find voter’s name in the poll book
2. Check the voter’s photo ID
3. Allow voter to sign the poll book
4. Ask whether voter wants to use a paper ballot or iVotronic
Seven Steps at the Clerks’ Table

5. Ask voter for the type of ballot they want to use
   • Democratic (D), Republican (R) in most precincts
   • Non-Partisan and 17 year old ballots in Perry & Franklin townships and a few precincts in Center township

6. Determine the correct ballot style

7. Either initial the back of the paper ballot OR hand iVotronic card to voter
   - 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, 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. 2, 2010)
  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

Questions on Election Day? Call 327-2000

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.

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

• 2011 Primary Ballot
  – Municipal Election – Local Races only
    • Indianapolis Mayor
    • City-County Council
      – 25 council districts plus 4 At-Large
    • Lawrence, Beech Grove & Southport
      – Mayor, City (Common) Council, Clerk-Treasurer
    • Speedway
      – Town Council, Clerk-Treasurer
    • Town Offices
      – Clerk-Treasurer, Town Council
        » Examples: Warren Park, Rocky Ripple, etc.

Questions on Election Day? Call 327-2000

What’s on the Ballot

• 2011 Primary Ballot
  – Public Questions
    • MSD of Perry and Franklin townships ONLY
      – Will affect a few precincts in Center township that are part of desegregation transfer order area

Questions on Election Day? Call 327-2000
Sample Ballots

Ballot Types

- Most precincts will have two ballot types for all voters (17 year old and 18+):
  - Democratic (D)
    - Democratic candidates
  - Republican (R)
    - Republican candidates
Ballot Types

- Perry, Franklin and some of Center township will have five ballot types
  - Democratic (D)
    - Democratic candidates plus public question
  - Republican (R)
    - Republican candidates plus public questions
  - Non-Partisan (SB)
    - Public Question(s) only
  - 17 year old Democratic (D)
  - 17 year old Republican (R)
    - 17 year old ballots will NOT vote on public question

Selecting Correct Ballot Style

- Front of poll book indicates ward and precinct
- Mark voter’s ballot preference
  - Democratic (D) OR Republican (R) OR Non-Partisan School Board (SB)
Selecting Correct Ballot Style

• Check for a precinct split
• Found in the shaded area under the voter’s signature block (A, B, C, etc.)

Selecting Correct Ballot Style

Make Sure Voter Receives Correct M-100 Optical Scan Ballot

Each precinct will have a customized ballot style key to help you in selecting the correct ballot.

Example:

<table>
<thead>
<tr>
<th>Precinct</th>
<th>Split</th>
<th>DEM</th>
<th>DEM 17</th>
<th>REP</th>
<th>REP 17</th>
<th>SB/NP</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-004</td>
<td>A</td>
<td>1-5</td>
<td>1-4</td>
<td>2-3</td>
<td>2-4</td>
<td>3-1</td>
</tr>
<tr>
<td>01-004</td>
<td>B</td>
<td>1-6</td>
<td>1-4</td>
<td>2-5</td>
<td>2-4</td>
<td>3-3</td>
</tr>
</tbody>
</table>
Selecting Correct Ballot Style

Ballot style is printed in the lower left corner of the ballot

EXAMPLE: STYLE 1-5
Number “1” indicates political party; “5” indicates ballot style

Political party indicators help to confirm correct ballot selection:
- “1” = Democratic Party
- “2” = Republican Party
- “3” = Non Partisan (School Board) Ballot

Questions on Election Day? Call 327-2000

Selecting Correct Ballot Style

To confirm ballot selection, look for:
- Color band
  - Green = Democratic
  - Yellow = Republican
  - None = Non-Partisan
  - 17-year old voter designation (if applicable) found in color band
- Party designation at the top of the ballot

Questions on Election Day? Call 327-2000
Selecting Correct Ballot Style

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

Don’t forget:
Two sets of initials MUST be on the back of ballot!
**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**

- Voter darkens oval to the left of the candidate’s name
- 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
• Clerk provides voter with ballot style card
  – See next two slides for examples of picking out the proper ballot style card

Clerks must provide voter with a card indicating the correct ballot style

CARD EXAMPLE FOR A PRECINCT WITHOUT SPLITS

<table>
<thead>
<tr>
<th>Precinct</th>
<th>Split</th>
<th>DEM</th>
<th>DEM 17</th>
<th>REP</th>
<th>REP 17</th>
<th>SB/NP</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-002</td>
<td>A</td>
<td>1</td>
<td>1-4</td>
<td>2-3</td>
<td>2-4</td>
<td>3-1</td>
</tr>
</tbody>
</table>

01-002 = Ward/Precinct
Democratic Party = Voter’s Party Selection
DEM – Ballot Style #3 = Button to press iVo’s Ballot Selection Menu

Ballot style on the iVotronic card is the same as the ballot style on the paper ballot except that it omits the party identifier (number 1, 2 or 3) preceding it.
Selecting Correct iVotronic Ballot

01-004 = Ward/Precinct
A = Precinct Split
Democratic Party = Voter's Party Selection
DEM – Ballot Style #5 = Button to press on iVo's Ballot Selection Menu

Split on the card should match the split on the ballot style key

Ballot style on the iVotronic card is the same as the ballot style on the paper ballot except that it omits the party identifier (number 1, 2 or 3) preceding it

Ballot Style Key for Precinct 01-004:

<table>
<thead>
<tr>
<th>Precinct</th>
<th>Split</th>
<th>PFM</th>
<th>DEM 17</th>
<th>REP</th>
<th>REP 17</th>
<th>SB/NP</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-004 A</td>
<td></td>
<td>1-H</td>
<td>1-4</td>
<td>2-3</td>
<td>2-4</td>
<td>3-1</td>
</tr>
<tr>
<td>01-004 B</td>
<td></td>
<td>1-6</td>
<td>1-4</td>
<td>2-5</td>
<td>2-4</td>
<td>3-3</td>
</tr>
</tbody>
</table>

Questions on Election Day? Call 327-2000

Selecting Correct iVotronic Ballot

• Voter hands card to Inspector/Judge
• 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 chooses correct ballot style using voter's ballot style card
  – See next slide for an example of the ballot style selection menu on the iVotronic

Questions on Election Day? Call 327-2000
Selecting Correct iVotronic Ballot

- Ballot Style card is the key to selecting the correct iVotronic ballot for the voter!

- Notice the special notation for a 17 year old ballot for either political party on the iVo’s ballot selection menu

iVotronic Ballot

- Inspector /Judge removes PEB
- Inspector /Judge touches screen to activate visual 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

Questions on Election Day? Call 327-2000

Absentee 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

Questions on Election Day? Call 327-2000
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.

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.

Questions on Election Day? Call 327-2000
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

• 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)

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

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## iVotronic

- Privacy Screens
- Flash Card Port
- VOTE Button
- PEB Slot
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

Questions on Election Day? Call 327-2000

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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

Questions on Election Day? Call 327-2000
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

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

- Unlock control access panel and lower door (red Illinois key)
- Remove lid
- Compare yellow seal to number found on back of ballot count card
- 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

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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 Illinois 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

Questions on Election Day? Call 327-2000
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

Questions on Election Day? Call 327-2000

Zero Report Sample

Inspectors and Judge(s) must sign Zero Report Tape

Questions on Election Day? Call 327-2000
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

<table>
<thead>
<tr>
<th>Media Type</th>
<th>Contents</th>
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<tbody>
<tr>
<td>PEB</td>
<td>Initiates iVo voting</td>
</tr>
<tr>
<td></td>
<td>Transfers data from iVo to M-100</td>
</tr>
<tr>
<td>M-100 Card</td>
<td>Stores M-100 Votes</td>
</tr>
<tr>
<td></td>
<td>Found sealed in the front of the M100</td>
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<tr>
<td>iVotronic Flash Card</td>
<td>Contains iVo ballot audit data</td>
</tr>
<tr>
<td></td>
<td>Found sealed in the rear of the iVo</td>
</tr>
</tbody>
</table>

**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
## Troubleshooting

- Voter not in Poll Book
- Name change
- No photo ID
- Signs Poll Book before ID confirmed
- Voter moves
- Party challenge
- Credentials

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## What if?

- **Michael Missing** shows up but he is not in the poll book. He has lived at his current address for 50 years. **What should you do?**
  - Call 327-2000 and press 1
  - Voter Registration can look up his information
What if?

• **If Michael is in the wrong location…**
  - New Precinct Maps
    - County adopted new precinct maps in December 2007
      - Before: 917 precincts
      - Now: 590 precincts
    - Make sure the maps found in the Inspector’s poll kit are posted in the polling location
  - Provide Michael with his correct polling location, which Voter Registration should provide to you over the phone

What if?

• **If Michael was accidentally left off of the poll book…**
  - Voter Registration will give you a Certificate of Error number
  - Clerk notes the number in the poll book
  - Voter casts a regular ballot
What if?

• If Michael insists on voting in the precinct…
  – Clerks provide Michael with a provisional ballot
    • Make sure both sides of provisional ballot envelope are completely and accurately completed by the poll worker and voter!

What if?

• Susie Rich is flashing her new diamond wedding ring and informs everyone of her new name at the Clerks’ table. What should you do?
  – Find Susie in the poll book under her old last name
  – Susie completes the Name Change Affidavit (VRG-4/12) found in the Inspector Binder
  – Susie signs the poll book with her new name
  – Allow Susie to vote
What if?

- Problem Paul appears at the Poll site and has forgotten his photo ID. What should you do?
  - If Paul does not want to come back with his photo ID, he can cast a provisional ballot.
    - Paul has 10 days to bring his ID to the Election Board located in Room W-122 in the City-County Building, 200 E. Washington Street
    - If he does not bring an ID to the Election Board within 10 days, his vote will NOT be counted
  - If he leaves to go get his ID, he should NOT sign the poll book
    - If he accidentally signs the poll book, he needs to vote by provisional ballot and follow the instructions above

What if?

- Eddie Excitement is a first time voter and enthusiastically signs the poll book before the Precinct Election Board realizes he does not have proper ID. What should you do?
  - Because he signed the poll book, Eddie MUST cast a provisional ballot
What if?

• Marcia Moves-A-Lot appears at the Clerks’ table with her current ID but mentions that she no longer lives at the address on the poll book and forgot to change her registration. Does she qualify to vote?
  – Ask when and where the voter moved
  – Use the flow chart found on page 22 of the Secretary of State’s Handbook
    • NOTE the special rule only in place for municipal elections
    • If you encounter a voter that moves from one municipality to another (Indianapolis, Speedway, Lawrence, Southport or Beech Grove), please call the Inspector hotline (327-2000) immediately.

What if?

• Darlene Democrat, a well-known Democrat officeholder, reaches the clerk’s table and asks for a Republican primary ballot. Ricky Republican, a registered voter in the same precinct, challenges her selection. What do you do?
  – Give Ricky a Party Challenge Affidavit (PRE-6), which is found in the Inspector Binder
  – Ricky fills out the front
  – To overcome the challenge, Darlene fills out the back of the form
  – Darlene is allowed to vote
What if?

• Robert Reporter walks into the polling location and shows his proper credentials to the poll workers. He asks for a public count of the machines. What do you do?
  – As long as he has the proper credentials, you can provide this information to him

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
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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

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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, April 25
    - Ballots are due on or before Election Day
    - Pick up a form at training or download at www.indy.gov/election

Questions on Election Day? Call 327-2000
Early Voting

• To vote early:
  – Begins Monday, April 4
    • Clerk’s Office, City-County Building
      200 E. Washington Street, Room W-122
      – Monday through Friday – 8 a.m. to 5 p.m.
      – TWO Saturdays: Apr. 23 & 30, 10 a.m. to 5 p.m.
      – ONE Sunday: May 1, 10 a.m. to 5 p.m.
      – Extended hours! 8 a.m. to 7 p.m. April 25 to April 29
      – Last Day! Monday, May 2 – 8 a.m. to Noon

Arrive at 5 a.m.

• Before Election Day…
  – Inspector should call Clerks and Judges
  – Set up polling site
    • Can assist the Inspector in setting up the site the night before
    • Do NOT plug-in or initialize voting equipment!

• 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

Thank you!