Welcome!

Marion County Judge & Clerk Training
2010 Primary Election
Agenda

• What’s new for Primary 2010
• Poll Worker Responsibilities
• Receiving Voters
• Setting up Voting Equipment
• Troubleshooting
• Review and Reminders
What’s New

• What’s new for 2010
  – Ballot Styles
  – 17-year olds
  – Public Questions
  – PRE-19
  – Candidates as Poll Workers?
  – Cell Phone Reimbursement
What’s New

• Ballot Styles
  – At least 5 ballot styles in every precinct
    • Democratic, Republican, Non-Partisan (school board and in some townships, public questions), 17-year old Democrat, 17-year old Republican
  – Some precincts are split, resulting in more ballot styles
  – Take time to make sure voter receives correct ballot
    • Look in lower left corner for ballot style; ward, precinct and split indicated on the back
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 November 2, 2010 election
  – Special designation in the poll book
  – Must receive ‘special’ ballot
    • EXCLUDES the following races:
      – school board, public question, Democratic precinct committeeperson and Democratic/Republican state convention delegate
What’s New

• Public Questions
  – ONLY found on the ballot in:
    • MSD of Washington Township
    • School Town of Speedway
    • MSD of Pike Township

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
– Found on the front of the School Board only ballot
What’s New

• PRE-19
  – Affidavit for public safety officers or members of the military who:
    • signs their name and writes their address or confirms that their address is unchanged on the poll list;
    • leaves the polls without casting a ballot or after casting a provisional ballot; and
    • returns to the polls to cast a ballot
What’s New

• PRE-19 Process:
  – Voter should notify the clerk they are leaving to tend to an emergency
  – Clerk should note the time and reason in the poll book
  – If they return, clerk should provide a PRE-19 (found in the Inspector Binder)
  – Voter completes affidavit BEFORE voting

• Remember: any other voter who signs the poll book and leaves without casting a ballot CANNOT be permitted to vote if they return
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
    • Cannot be in the polls before the polls open, during Election Day, or after the polls close
  – Exception:
    • UNOPPOSED candidates for Precinct Committeeperson and State Convention Delegate CAN be a poll worker or watcher in their home precinct
      – Names of unopposed candidates for PC and State Convention Delegate do NOT appear on the ballot
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 payment form that is submitted at their regional location
Poll Worker Responsibilities

- Inspector
- Judge
- Clerk
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
• Poll Clerks
  – Manage the poll book
  – Check ID (now permitted by state law)
  – Determine ballot style
  – Initial ballots
  – 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
- Ballot and Signature Audit 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
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

#### 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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<table>
<thead>
<tr>
<th>Voter Name</th>
<th>Address</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>RICH, SUSIE</td>
<td>1112 ACME AVE, INDIANAPOLIS, IN 46201-1111</td>
<td>DOB: 1/1/1900</td>
</tr>
<tr>
<td>VOTER, VALERIE</td>
<td>1234 ANYWHERE ST APT 235, INDIANAPOLIS, IN 46201-1111</td>
<td>DOB: 1/1/1900</td>
</tr>
</tbody>
</table>

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

#### Ballot Type
- In the primary election, a voter must select a Democratic (D), Republican (R) or School Board (SB) only ballot
  - *School Board only ballots also 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

#### 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:**

<table>
<thead>
<tr>
<th>Voter Name</th>
<th>Address Unchanged: Name/Address Change</th>
<th>Ballot Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>RICH, SUSIE</td>
<td></td>
<td>D R SB</td>
</tr>
<tr>
<td>VOTER, VALERIE</td>
<td></td>
<td>D R SB</td>
</tr>
</tbody>
</table>

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Questions on Election Day? Call 327-2000
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.
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
Under 18

- Residents who are 17 now but will be 18 before the November 2, 2010 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 races that are decided in May: State Convention Delegate, Precinct Committeeperson, School Board and public questions (if applicable)

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

Questions on Election Day? Call 327-2000
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), 17 y/o Democratic, 17 y/o Republican or School Board (SB) only

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, 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 22 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 Primary Ballot
  – Federal
    • U.S. Senate, U.S. House of Representatives
  – State
    • State Representative and State Senate
  – Local
    • Sheriff, Prosecutor, Clerk, Assessor, Auditor, Recorder
    • Township Trustee, Constable, Small Claims Court Judge
    • School Board
    • Democratic Precinct Committeeperson
    • Republican/Democratic State Convention Delegate
What’s on the Ballot

• Special note about Committeeperson and Delegate contests:
  – If a Democratic Precinct Committeeperson who filed for the office is **uncontested**, they will **NOT** appear on the ballot
    • Republicans do **NOT** elect Precinct Committeepersons this cycle
  – If Democratic or Republican State Convention Delegate races are **uncontested** in a specific district, they will **NOT** appear on the ballot

• Candidates who properly filed for these positions and are running in an uncontested race win by default
Ballot Styles

• At least five ballot styles per precinct
  – Democratic (D)
    • Democratic candidates plus School Board/Public Questions
  – Republican (R)
    • Republican candidates plus School Board/Public Questions
  – Non-Partisan School Board (SB)
    • School Board and Public Questions only
  – 17 year old Democratic (D)
  – 17 year old Republican (R)
    • 17 year old ballots will NOT have offices for Democratic Precinct Committeeperson, Democratic/Republican State Convention Delegate, School Board and Public Questions

Questions on Election Day? Call 327-2000
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>
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</table>

Questions on Election Day? Call 327-2000
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” = School Board (Non Partisan) Ballot
Other Identifiers –

- Color band
  - 17-year old voter designation (if applicable) found in color band

- Party designation at the top of the ballot
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!
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
Selecting Correct iVotronic Ballot

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

CARD EXAMPLE FOR A PRECINCT WITHOUT SPLITS

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

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<td>1-3</td>
<td>1-4</td>
<td>2-3</td>
<td>2-4</td>
<td>3-1</td>
</tr>
</tbody>
</table>

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

CARD EXAMPLE FOR A PRECINCT WITH SPLITS

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>DEM</th>
<th>DEM 17</th>
<th>REP</th>
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</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
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

• Voting Absentee Ballots
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
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 Carrier 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
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:
  – Hears 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
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 except for the voter’s employer or union representative can be designated to assist
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
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 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
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
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
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
Inspector 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**

- **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

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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*

*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
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
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
• 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
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?
Questions on Election Day? Call 327-2000

Voting Equipment Media

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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
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 26
    • Ballots are due on or before Election Day
    • Pick up a form at training or download at www.indy.gov/election
Early Voting

• To vote early:
  – 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. 24 & May 1, 10 am to 5 pm
    • TWO Sundays: Apr. 25 & May 2, 10 am to 5 pm
    • Extended hours! 8 a.m. to 7 p.m. April 26 to April 30
    • Last Day! Monday, May 3 – 8 a.m. to Noon
Arrive at 5 a.m.

• Before Election Day…
  – You should receive a call from your Inspector

• **Arrive at 5 a.m.!!**
  – **ALL** poll workers should arrive at their polling location at 5 a.m. Election Day
  – If your Inspector does not arrive, 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!