Welcome!

Marion County Inspector Training
2011 Municipal Election
Agenda

• Before Election Day
• Opening the Polls
• Receiving Voters
• Voter Accessibility
• Closing the Polls
• Troubleshooting
• What’s New for 2011
• Review and Reminders
Before Election Day

• Attend Training
• Review Materials
• Pick up Supplies on Saturday, Nov. 5
• Call other Poll Workers
• Call Polling Site Before Election Day
Review Materials

• Tools are for reference, not memorization
  – Inspector Binder (found in your Poll Kit)
  – Election Day Handbook (found in your Poll Kit)
  – Inspector Training Materials

• Additional airings of training video
  – WCTY Channel 16 and Government TV 2
  – Streaming video at www.indy.gov/election
Supply Pick Up

• Supply Pick Up
  – Saturday, Nov. 5, 10 a.m. to 4 p.m.
  – Inspectors MUST pick up their supplies Saturday

• Supplies Include:
  – Poll Kit
    • Inspector Binder, envelopes, posters, tape, etc.
    • Can be opened before Election Day
  – Ballot Case
    • Ballots, PEB, Poll Book
    • Sealed; CANNOT be opened before Election Day
  – List of Poll Workers
Regional Locations

- **CENTER** - (including wards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 23, 25, 30)
  - IPS School 15, 2302 E. Michigan St.

- **NORTHEAST** - Lawrence, Washington (including wards 20, 21, 22, 27, 31)
  - Belzer Middle School, 7555 E. 56th St

- **SOUTHEAST** - Center Outside, Perry, Franklin, Warren (including wards 18, 26, 28)
  - Arlington Elementary School (Gymnasium), 5814 S. Arlington Ave

- **WEST** - Decatur, Pike, Wayne (including wards 19, 24, 29, 32)
  - Chapelwood Elementary School (Cafeteria), 1129 N. Girls School Road
Call Poll Workers

• Please call your Clerks and Judges prior to Election Day
  – Contact info received at supply pick up

• Remind them to…
  – Arrive at 5 a.m.
  – Bring their lunch

• Be sure to give them your contact information in case they have an emergency
Call Polling Location

• Call your polling location prior to Election Day
  – Ask if you can set up the night before
    • Hang ALL posters, move tables, etc.
    • Do NOT plug in or turn on your voting equipment!
  – Confirm building will be unlocked by 5 a.m. on Election Day
    • In some cases, keys will be provided to you before Election Day. Call Election Board (327-5100) to confirm.
  – Ask where voting equipment is located in building
Opening the Polls

- Precinct Staffing
- Preparing for Voters
- Room Set Up and Layout
- Setting up Voting Equipment
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
Other Precinct Officials

• 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
Preparing for Voters

- **Arrive at 5 a.m.**!
- **Set up a chute extending 50 feet out from the entrance to the room where people vote**
  - No campaigning (leaflets, palm cards, posters, etc.) in chute
- **Set up room**
- **Other administrative duties**
  - Sign Oaths and Affidavits (found in the Inspector Binder)
  - Inventory and sort supplies
  - Pass out credentials to poll workers
  - Ask Clerks to prepare the Poll Book by adding alphabet tabs (found in the zipper pack of Inspector Binder)
Room Set Up and Layout

• Physical Set Up of Room
  – Hang posters (found in Poll Kit)*
    • Sample ballots, Voters Bill of Rights and voting instructions should be posted at polling place entrance and by each voting booth
  – Arrange tables and chairs*
  – Assemble voting booths*
  – Assemble accessibility items*
  – Establish voter accessibility station*
    • Designate a confidential table for voters in wheelchairs or other accommodations
  – Place signs and accessibility items outside*
  – Assemble voting equipment
  – Initialize voting machines

*can be done the night before. Do NOT plug in or turn on your voting equipment prior to the Election!
Questions on Election Day? Call 327-2000
Inventory and Sort Supplies

• Key items in Poll Kit (white box):
  – Seals
  – Bags
  – Provisional Ballot Kit
  – Signs
  – Ink pens
  – Magnifying glass
  – iVotronic headphones, if any
  – PEB reader, if any
  – Wire cutters
  – Calculator
  – Inspector Binder
    • Instructions
    • Forms
    • Envelopes
    • Machine keys
    • Polling site contact information
    • Credentials (badges)
    • Secretary of State’s handbook
    • Poll Book alphabet tabs
    • Lanyards
    • Oaths and Affidavits
    • Seals

Poll Kit can be opened before Election Day
It is **ILLEGAL** to open Ballot Case before Election Day
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!
    • iVotronic must be initialized before M-100, otherwise a technician will need to come to the polling site to correct the error

• Model 100
  – Optically scans paper ballots
Sharing a Polling Site

• In many cases, there will be two or more precincts at one location
  – Work as a team with other poll workers
  – Each precinct will have its own M-100
  – Precincts share one iVotronic; tag on iVotronic indicates the precincts which share the machine

• Inspector of the “managing precinct” has the PEB and PEB reader
  – Managing precinct is precinct listed first on iVotronic tag
  – This Inspector **MUST** arrive by 5 a.m.
  – Set up and start the iVotronic **first**
Election Information Flow

- iVotronic
- PEB Slot
- Data Transfer
- PEB
- PEB in PEB Reader
- M-100 #1
- M-100 #2

Questions on Election Day? Call 327-2000
Voting Equipment Setup Overview

• Physical Setup
  – Assemble iVotronic stand

• Technology “Boot Up” Order
  – Plug in iVotronic
  – Initialize iVotronic (place PEB in slot)
  – Plug in M-100
  – Unpack and plug in PEB reader to M-100
  – Initialize M-100 including 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

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 Binders 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
• 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
M-100 Set Up

- Use gold key to unlock control access panel and lower door
- 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
M-100 Set Up

- Plug power cord into wall outlet
- Check ballot compartments to confirm they are clear of contents, then close and lock
- 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” when prompted
- Insert PEB into PEB Reader

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

• Machine will beep and instruct you to connect PEB reader
  – You’ve already done this, so press the button under “continue”
• Zero tape should begin printing automatically if machines are properly set up (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
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 Inspector Hotline (327-2000) immediately
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

#### 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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**Poll Book Example**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>DOB</th>
<th>Sign Here</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RICH, SUSIE</strong></td>
<td>1112 ACME AVE</td>
<td>1/1/1900</td>
<td></td>
</tr>
<tr>
<td></td>
<td>INDIANAPOLIS, IN 46201-1111</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VOTER, VALERIE</strong></td>
<td>1234 ANYWHERE ST APT 235</td>
<td>1/1/1900</td>
<td></td>
</tr>
<tr>
<td></td>
<td>INDIANAPOLIS, IN 46201-1111</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 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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<table>
<thead>
<tr>
<th>DOB: 1/1/1990</th>
<th>Address Unchanged: Name/Address Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>RICH, SUSIE</td>
<td>D ☐ R ☐ SB ☐</td>
</tr>
<tr>
<td>1112 ACME AVE</td>
<td></td>
</tr>
<tr>
<td>INDIANAPOLIS, IN 46201-1111</td>
<td></td>
</tr>
<tr>
<td>DOB: 1/1/1900</td>
<td></td>
</tr>
<tr>
<td>VOTER, VALERIE</td>
<td>D ☐ R ☐ SB ☐</td>
</tr>
<tr>
<td>1234 ANYWHERE ST APT 236</td>
<td></td>
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<tr>
<td>INDIANAPOLIS, IN 46201-1111</td>
<td></td>
</tr>
<tr>
<td>DOB: 1/1/1900</td>
<td></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

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**Proof of Residency**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address Unchanged:</th>
<th>D</th>
<th>R</th>
<th>SB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eddie Excitement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DLN/SSN4**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address Unchanged:</th>
<th>D</th>
<th>R</th>
<th>SB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susie Rock</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**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
7. 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. 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.
What’s on the Ballot

• 2011 General Election 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.
• Public Question – town of Williams Creek only

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

Sample Ballots
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

Questions on Election Day? Call 327-2000
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 processes the voter & directs them to the J
- 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
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
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
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 no 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

Questions on Election Day? Call 327-2000
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 and table height is sufficient for a wheelchair user
Location Improvements

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

• Wheelchair/Scooter Accessibility
  – Leave enough room around voting equipment and tables for voters to navigate
  – Ask if they would prefer the iVotronic
    • Remove touch screen from base and place on a tray or table top (can be powered for a brief time on its battery)
  – OR offer voters using a wheelchair or scooter the use of a table to vote with a paper ballot
    • OK to dismantle a blue voting booth temporarily for use as a privacy screen
    • Make sure table height will accommodate a wheelchair user
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
Closing the Polls

- Declare Polls Closed
- Shut Down Voting Equipment
- Complete Closing Paperwork
- Pack Up
- Drop-Off Supplies

Use checklists found on the pink sheet under Tab 4 of the Inspector Binder as a guide to closing the polls
Declare Polls Closed

• Inspector declares the polls closed at 6 p.m.
  – Any voter entering or standing in the chute must be allowed to vote
• Make sure only properly credentialed individuals remain in the polling place
• Wait until all voters have left before beginning to close down the equipment
Shutting Down Voting Equipment

- Shut down the iVotronic FIRST
- Shut down the M-100
  - Run Results Tape
- Secure and pack voting equipment media
Shut Down iVotronic FIRST!

- Insert PEB
- “Close Polls Now” option will automatically appear after 6 p.m.
  - If a voter is in the chute at 6 p.m. and wants to vote on the iVotronic, press “Exit this menu” and proceed with voting
  - If the polls close promptly at 6 p.m., follow the screen messages

**DO NOT REMOVE PEB until instructed**

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information
Shut Down iVotronic FIRST!

- Review screen message
- Touch screen to turn off
- Remove seal (above VOTE button)
- Remove flash card and pack in bubble pack
- Tear down iVotronic
- Put blue seal on the case (found in the Inspector Binder’s zipper pack)

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information
Shut Down M100

- Remove all ballots from M-100 compartments
- Using red key, switch from ‘Vote’ to ‘Open/Close’
- Unlock control access panel
- Connect PEB reader to scanner
- Plug PEB Reader into AC outlet

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information
Shut Down M100

- Press ‘Close Polls’ button on M-100 scanner
- Insert PEB into PEB reader
- Select continue on M-100 scanner
- Print results total tape (automatic)
  - Inspector and Judge(s) sign one copy
  - Put signed copy in ENVELOPE
  - Print additional totals tapes upon request
  - OK to read results out loud
- Turn key to OFF

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information
Shut Down M100

• Remove PEB from reader
  – Managing precinct returns PEB in bubble pack
• Disconnect PEB reader
  – Managing precinct returns PEB reader in Poll Kit
• Break padlock seal
• Remove M-100 card
  – Pack in bubble pack

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information
Shut Down M100

- Remove and secure ballots from metal ballot box
- Unplug power cord from wall and slide scanner forward
- Disconnect power cord from machine
- Slide scanner back
- Place cord in metal ballot box
- Replace lid and close and lock panel

Leave M-100, iVotronic and voting booths at the polling location

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information
Shut Down M100

**PEB**
- Initiates iVO boot-up, voting & shut down
- Transfers data from iVo to M-100

**M-100 Card**
- Stores M-100 Votes
- Found sealed in the front of the M-100’s scanner

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

Each precinct MUST return a bubble pack with the proper media

Every precinct MUST return a M-100 Card

Managing precincts MUST ALSO return the PEB and iVo flash card

Place bubble pack in RED BAG

Questions on Election Day? Call 327-2000
Closing Paperwork

• Most forms found under Tab 4 in Inspector Binder
  – Inspector Affidavit (PRE-10)
  – Statement of Expense (PRE-2)
  – Ballot Accounting Certificate

• Found under Tab 2 in Inspector Binder
  – Precinct Oath Book completed at opening (PRE-1)
Closing Paperwork

• Completed Ballot and Signature Audit Log
  – Found under Tab 3 in your Inspector Binder
  – Ensures M-100 is scanning ALL ballots throughout the day
  – Work with the Clerks to complete it throughout the day
  – Totals should be cumulative, not incremental
  – Key to completing the Ballot Accounting Certificate
Closing Paperwork

• Ballot Accounting Certificate
  – Final tally of ballots delivered to the precinct
    • Total number of ballots in the Ballot Case at 6 a.m.
    • Any extra ballots delivered throughout the day, if applicable
    • Absentee ballots delivered to the precinct
Ballot Accounting Certificate, con’t.

- Final tally of optical scan paper ballots existing at end of the day
  - Voted ballots
  - Unused ballots
  - Spoiled, rejected or defective ballots
- Final tally of any provisional ballots
  - Provisional ballots issued
  - Provisional ballots spoiled, rejected or defective
Closing Paperwork

• Ballot Accounting Certificate, con’t.
  – Signature & Ballot Count
    • Add total number of voted paper ballots plus total number of voted iVotronic ballots
      – Your Signature and Vote Count LOG tracks iVotronic votes cast throughout the day
      – iVotronic public count tracks total number of votes cast for the entire polling location, not by individual precincts
    • Compare this number to the total number of signatures in the Poll Book; they should match

• Problems? Call Inspector Hotline 327-2000
Closing Paperwork

• Keep provisional ballot envelopes sealed and separate from all other ballots
• Place optical scan paper ballots in properly labeled bags
• Seal bags
  – Record the number of ballots in each bag on the outside of bag
  – Not all bags/envelopes will be used
  – Do NOT seal unused bags/envelopes
Packing Up

• Place bags in Ballot Case
• Seal Ballot Case
  – Red seals are found in Inspector Binder’s zipper pack
• Inspector and poll workers should sign and return all documents per instructions
  – Not all envelopes and materials will be used!
  – Do not seal or write on unused materials so that they can be re-used in a future election
Red Bag Contents

The Red Bag found in your Poll Kit should contain:

- Bubble pack
  - Every precinct returns an M-100 Card
  - Managing iVotronic precinct returns flash card and PEB
- Zero Tape Envelope
- Totals Tape Envelope
- Voted Provisional Ballots (PRO-4 Envelope)
- Voted Provisional Ballots Issued AFTER the Polls close (PRO-5 Envelope)
- Rejected ABS Ballots (see ‘what’s new section’)
- Closed Polls Envelope*
  *see next slide for required contents
- Expense Sheet
Red Bag Contents

Closed Polls envelope should contain these documents:

- Ballot and Signature Audit Log
- Ballot Accounting Certificate
- Oaths (Pre-1)
- Signature and Vote Count card
- Inspector Affidavit
- Declared Write-In candidate form (MCEB-10)
- Any other forms requiring Inspector, Judges’ or Clerks’ signatures

• Envelope will have a checklist of items to place in it
Ballot Case Contents

Ballot Case (plastic tub) should contain only these items:

- Ballots – voted, unused and spoiled
- PEB reader (if any)
- Spoiled provisional ballots
Returning Materials

Poll Kit (white box) should contain:

– Poll Book
  • make sure to place in its envelope!
– Empty Absentee Ballot Envelopes
– Inspector Binder
– Posters, Signs
– Pens
– Unused Forms
– Handouts
– Everything Else
Packing Up

• Pack up voting booths
• Return items to inside of M-100, including the “Official Voting Site” yard sign(s)
• Make sure iVotronic is sealed
  – Use blue seal found in the Inspector Binder’s zipper pack
  – Leave voting booths, M-100 and iVo at polling location
• Collect signs and posters
  – Put all items originally in Poll Kit back into the Poll Kit
• Break down any ADA equipment, if applicable to your location
• Return polling site to its original set up
Returning Supplies

Inspector must return all election supplies (Poll Kit, Red Bag and sealed Ballot Case) to your regional site

• Bring materials back to the same location you picked up supplies
• Invite Judge(s) to go with you
Returning Supplies

• Expect changes at the regional site
  – Before checking in, staff will work with you to ensure all materials are in order
  – If items are out of order, you will step out of line and staff will assist you with pulling materials together

  – Make sure everything is in your Red Bag!
  • Checklist to confirm items is on the front of the bag
  • If you are missing items, you cannot check in!
Tips for a Quick Close

• Review materials in your Inspector Binder before Election Day
  – Go to tab 4 of your Inspector Binder and take out the ‘Closing the Polls’ checklist

• Organize materials found in the Poll Kit and Ballot Case early on Election Day
  – Sort materials, bags and envelopes into groups
  – Set up in a secure area like the Inspector’s table
  – Pre-initial seals
Tips for a Quick Close

• Make sure your Clerks are keeping up with the Ballot and Signature Audit Log to catch errors when they happen, instead of at the end of the day
• Make sure absentees are processed **BEFORE** shutting down machines
• Be sure to shut down the iVotronic first!
Tips for a Quick Close

• Divide labor between all poll workers
  – Examples:
    • Machine shut down and paperwork (Inspector and Judges)
    • Ballot counting and paperwork (Judges and Clerks)
    • Physical tear down of site and packing (Clerks with instructions from Inspector)

• Don’t rush
  – Regional sites are open until 10 p.m.
  – After 10 p.m., bring materials to the Election Board Service Center located at 3737 E. Washington Street on the city’s east side at the corner of East Washington and Sherman
Troubleshooting

- Voter not in Poll Book
- Name change
- No photo ID
- Signs Poll Book before ID confirmed
- Voter moves
- 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
• 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
• **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
• 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
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.
What’s New

• Write-In Candidates
• New Rejected Absentee Ballot Envelope
• Moving in a Municipal Election Year
• Credentials & Exit Polling
• Candidates as Poll Workers?
• Cell Phone Reimbursement
• Daylight Savings Time
Write-In Candidates

• Clerks should post a list of declared write-in candidates on their table in the morning
  – For 2011 Municipal Election, write-in candidates filed to run over the summer
  – 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
  – ONLY record votes for certified write-in candidates OR candidates on the ballot
    • 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 or candidate on the ballot
      – Any non-declared candidate (i.e. Mickey Mouse) is not to be counted
New Rejected ABS Envelope

- **BEFORE:** One return envelope for spoiled/defective/rejected absentee ballots
- **NOW:**
  - One return envelope for spoiled/defective absentee ballots
    - Defective absentee ballots cannot be fed through a machine, but otherwise OK
    - Remake the defective absentee ballot, marking the first as ‘spoiled’
  - One return envelope for rejected absentee ballots
    - Absentee ballots rejected by the precinct election board or the county Election Board for a valid reason

Questions on Election Day? Call 327-2000
Moving in a Municipal Election

• In a municipal election year, a voter who did **NOT** update their registration **AND** moved in or out of a municipality at any time is **NOT** eligible to vote in the election.
  – Example: Valerie Voter moved out of the city of Lawrence to downtown Indianapolis. She did not update her voter registration. In a municipal election, she is **NOT** permitted to go back to her old precinct and vote one last time.

• Municipalities impacted by this rule are the cities of Indianapolis, Beech Grove, Lawrence and Southport, and the town of Speedway.

• If you encounter this scenario on election day, call the Inspector Hotline at 327-2000.
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
Daylight Savings Time

• DST falls the weekend before the election
  – Be sure to ‘fall back’
  – Don’t let this make you late on Tuesday!
    • Everyone is expected to arrive at 5 a.m.
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
• 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 31
    • 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
  – Monday through Friday, October 10 to 28: 8 a.m. to 5 p.m.
  – Saturday, October 23 & Sunday, October 24: 10 a.m. to 5 p.m.
  – Saturday, October 29 & Sunday, October 30: 10 a.m. to 5 p.m.
  – Evening Hours! Week of October 31 to November 4: 8 a.m. to 7 p.m.
  – Saturday, November 5 & Sunday, November 6: 10 a.m. to 5 p.m.
  – Last Day! Monday, November 7: 8 a.m. to NOON

• Parking available at the parking lot on the southeast corner of Market and Alabama Streets.
• Must pre-pay lot’s fee, but reimbursed after presenting voucher from Election Board office
Arrive at 5 a.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

Questions on Election Day? Call 327-2000
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](http://www.indy.gov/VIP)
  – Online application confirms registration status, polling location, sample ballots, elected officials
Thank you!