Welcome!

Marion County Poll Worker Training
2009 Special Election
Agenda

• About the Special Election
• Before Election Day
• Opening the Polls
• Receiving Voters
• Closing the Polls
• Review and Reminders
About the Special Election

• Referenda Elections
  – Health & Hospital Corporation
    • All Marion County voters
  – Three School Districts:
    • Beech Grove
    • Perry Township
    • Franklin Township
  – Must live in one of these three school districts to vote on the question

Text of public questions available at www.indy.gov/election
About the Special Election

• Modified Election Day Program
  – All polling locations open
    • Consolidated precinct boards at some locations
  – Fewer poll workers (from 5 to 3)
  – Paper Ballots
    • No M100 to set up
    • iVotronics deployed to all polling locations
  – Central count of absentee ballots
  – Handcount results
Before Election Day

- Attend Training
- Review Materials
- For Inspectors:
  - Pick up Supplies on Saturday, October 31
  - Call other Poll Workers
  - Call Polling Site Before Election Day
Review Materials

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

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

- Supply Pick Up
  - Saturday, October 31, 2009: 11 a.m. to 4 p.m.
  - MUST pick up supplies Saturday at the regional site
    - Your regional site to collect materials is indicated on assignment letter
    - Copies are available at training
    - Information available at www.indy.gov/election
For Inspectors: Supply Pick Up

• **Supplies Include:**
  – Poll Kit
    • Inspector Binder, envelopes, posters, tape, etc.
    • *Can be* opened before Election Day
  – Ballot Transfer Case
    • Ballots, PEB, Poll Book(s)
    • Sealed; *CANNOT* be opened before Election Day
  – Inspector Folder
  – Ballot Box
For Inspectors: Call Poll Workers

• Please call Clerk and Judge prior to Election Day

• Remind them to…
  – Arrive at 5 a.m.
  – Bring their lunch and other snacks
    • Poll workers CANNOT leave polling location for any reason

• Be sure to leave your contact information in case of an emergency
• Call polling location prior to Election Day
  – Ask if you can set up the night before
    • Hang posters, move tables, etc.
    • Do NOT set up or turn on iVotronic
      – You SHOULD plug in the machine the night before to power up the battery
  – Confirm building will be unlocked by 5 a.m. on Election Day
    • In some cases, keys will be provided to you before Election Day
Opening the Polls

- Arrive at 5 a.m.!
- Poll Worker Responsibilities
- Preparing for Voters
- Room Set Up and Layout
- Preparing Paper Ballots
- Setting up iVotronic
- Processing Absentee Ballots
Arrive at 5 a.m.!

- If your Clerk and/or Judge does NOT arrive by 5:30 a.m., call the hotline immediately
  - A replacement will be dispatched to your location

- If all three board members are present and you require additional assistance at any point during the day, call the hotline
  - Assistant poll clerks will be dispatched to your location if MCEB determines one is needed
Precinct Election Board

• Only three poll workers for this election:
  – Inspector
  – One Judge
  – One Clerk

• In larger polling locations, one precinct board may be managing two precincts.
Poll Worker Responsibilities

• Different structure for special election
  – Requires everyone to work together and understand each other’s role

• Inspector
  – Manages precinct(s)
  – Checks photo ID
  – Assists voters with iVotronic
  – Helps Judge/Clerk when needed
Poll Worker Responsibilities

• Judge
  – Checks photo ID
  – Assists Clerk (and Inspector, if needed)
  – Assists voters with iVotronic (if needed)

• Clerk
  – Checks photo ID
  – Manages the Poll Book(s)
  – Initials ballot with Judge or Inspector
  – Writes ward/precinct information on the ballot
  – Performs signature counts throughout day
Preparation for Voters

Other duties

- Sign Oaths and Affidavits
  - Found in the Inspector Binder
- Inventory and sort supplies
- Receive credentials
  - Found in zipper pack of Inspector Binder
- Prepare the Poll Book(s) 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 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 (if provided)*
  - Establish voter accessibility station*
  - Place signs and accessibility items outside *
  - Assemble and seal Ballot Box
  - Initialize iVotronic

*can be done the night before. **PLUG IN, but do NOT initialize your iVotronic prior to Election Day!**
Questions on Election Day? Call 327-2000
Inventory and Sort Supplies

• Key items in Poll Kit:
  – Bags
  – Provisional ballot kit
  – Signs
  – Ink pens
  – Magnifying glass
  – iVotronic headphones
  – Calculator
  – Wire cutters for iVo seal
  – Inspector Binder
    • Seals
    • Instructions
    • Forms
    • Envelopes
    • List of ALL polling sites
    • Credentials (badges)
    • Secretary of State’s handbook
    • Poll Book alphabet tabs
    • Lanyards
    • Oaths and Affidavits

Questions on Election Day? Call 327-2000
Inventory and Sort Supplies

- Key items in Ballot Transfer Case:
  - Poll Book(s)
  - Ballots
  - PEB
  - Preliminary Absentee Ballot Report

Do NOT open Ballot Transfer Case until Election Day!
Paper Ballots

• Paper ballots look similar to those used in other elections
  – Requires voter to darken oval
  – Requires two sets of initials from poll workers
  – Requires clerks to indicate ward/precinct on ballot
  – Not coded to be read by a machine
    • Requires a handcount of results by poll workers
  – Security measure prevents illegal copying
Sample Paper Ballot

Questions on Election Day? Call 327-2000

Voter darkens oval next to ‘YES’ or ‘NO’ to indicate preference

MUST be two sets of initials here. For this election only, the Clerk AND Judge should initial

For this election only, clerk MUST note voter’s ward/precinct
Prepare Paper Ballots

• Complete Ballot Comparison Certificate
  – Poll workers MUST compare sample ballot to Election Day ballots
    • Election Day ballots found in Ballot Transfer Case
    • Certificate is found in the Inspector Binder
    • Sample ballot is found in the Poll Kit
  – Form certifies that both sample ballot and Election Day ballots are alike
Questions on Election Day? Call 327-2000

Prepare Paper Ballots

• Find Ballot Accounting Certificate (BAC)
  – Found in Inspector Binder

• Record number of both ORANGE seals on line 20 of BAC

• Count number of blank, unvoted ballots
  – No need to break open packs of 50

• Record number of unvoted ballots on line 1 of BAC
Prepare Paper Ballots

• Inspector opens one packet of ballots
• Divides packet of 50 in half
  – Give 25 ballots to poll worker of opposite political party
  – Give 25 ballots to other non-Inspector poll worker
• Poll workers immediately initial back of each ballot in ink
• Do NOT open next package of ballots until first 50 are used
• Follow same procedures on additional ballot packs, if needed
Assemble Ballot Box

• Follow instructions on how to assemble cardboard Ballot Box found in yellow Inspector Folder
• Verify box is empty
• Inspector and Judge initial two seals
  – Secure bottom with one seal; secure the top another
  – Seals must not be broken until polls close and counting begins
• Affix precinct label to front of box with tape
  – Precinct label is found in the Poll Kit
iVotronic

Questions on Election Day? Call 327-2000
iVotronic Set Up

- Unplug the iVotronic (if you plugged it in the night before)
- Open carrying case
- Unfold booth legs
- Unwind power cord, if you did not plug in the night before
- 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 iVotronic Opening/Closing the Polls Poster for complete information
iVotronic Set Up

- Make sure power cable is connected to the top of the iVotronic
- Plug in iVotronic into electrical outlet
- Insert PEB into PEB slot
- Watch progress bar
- Confirm poll site on touchscreen with PEB or tag on iVotronic case
- Remove PEB when screen indicates
- Terminal finishes opening
- Press “Vote” button to exit
- Screen goes blank

See iVotronic Opening/Closing the Polls Poster for complete information
• Zero Tape Comparison
  – Confirm a public count of ‘zero’ on the iVotronic
    • Find public count on the bottom right corner of the screen
  – If public count is zero…
    • Poll workers sign pre-printed zero tape
      – Found in the Zero Tape Envelope sealed in your iVotronic
    • Place signed zero tape in Zero Tape Envelope
      – Reseal with an envelope seal found in Inspector Binder
    • Place Zero Tape Envelope into Red Bag
  – If public count is NOT zero…
    • Prohibit voting on the iVotronic
    • Call Inspector hotline immediately
    • New machine will be deployed to your site
Voting Equipment

• Problems with the iVotronic on Election Day?
  – Continue voting
    • Use paper ballots in the interim
  – Call 327-2000 immediately
Processing Absentees

• Absentee ballots will be tallied at a central location for this election

• Preliminary Absentee Report
  – Found in Ballot Transfer Case
  – Process preliminary absentee report BEFORE polls open
    • If you aren’t able to complete the report before the polls open, finish it as early in the day as possible
    • Do NOT wait until the polls close to process the report

• A supplemental report MAY be delivered to your precinct by courier later in the day
Processing Absentees

• Preliminary Absentee Ballot Report
  – List of all voters who opted to cast an absentee ballot in your precinct for this election only

![Table Image]

Questions on Election Day? Call 327-2000
Processing Absentees

• Confirm ABS report is for your ward/precinct by checking against the ward/precinct listed on the Poll Book
• Find voter in Poll Book
• Announce voter’s name
• Circle ‘ABS’ in Poll Book
• Print voter’s name on the signature line and add ‘ABS’ next to printed name
  – Example: Jane Smith - ABS
Processing Absentees

• If a voter has voted in person BEFORE you process the absentee report, you must do the following:
  – Circle voter’s name on the absentee report
  – Place Inspector’s initials next to the circled name
    • This scenario is unlikely if absentee ballots are processed before polls open
  – Teams at central count site will reject the absentee ballot after the completed report is returned

• If a person arrives to cast a ballot AFTER you process the absentee report, they must be prohibited from voting
Processing Absentees

- Later in the day, a courier will deliver:
  - Supplemental Absentee Ballot Report, if applicable
    - Process these absentees as you did earlier in the day
  - ‘Absentee Ballot Reports & Certification’ envelope
    - Include Preliminary Absentee Report (and supplemental report, if applicable)
    - Completed ABS Report Certificate
    - Seal envelope in front of the courier
    - All poll workers must sign the outside of the envelope in the space provided
- Courier will deliver materials to central count location
Receiving Voters

• Check-in Table
  – Voter ID
  – Ballot Instructions
• Using the Voting Equipment
• Voter Accessibility
### Check-in Table

- Ask for and find voter’s name in the Poll Book(s) - listed alphabetically by last name
- Check the voter’s photo ID
  - Determine if the voter must provide identification as a “First Time Voter” and note the ID presented in the Poll Book
- Allow voter to sign the Poll Book only AFTER the photo is confirmed to be valid
- Ask voter if they would prefer a paper ballot or to use the iVotronic
Check-in Table

For paper ballots:

• Initial the back of the ballot
  – Must have TWO sets of initials
• Write ward/precinct in the space provided
• Remind voter to follow ballot instructions

For iVotronic, provide ward/precinct card and direct them to the Inspector

• Found in zipper pack in the Inspector Binder
Voter ID

• Four Questions
  1. Government Issued (federal and state of Indiana, including Indiana state schools)
  2. Photo
     • Should be a reasonable likeness
  3. Expiration Date
  4. Name reasonably conforms with Poll Book

• For more information:
  – Page 17 in the Secretary of State’s Handbook
  – Inspector Binder contains Voter ID scenarios
Voter ID

• Government Issued
  – Federal and State of Indiana
    • Military ID, passports OK
    • **Out-of-state licenses or ID cannot be accepted**
  – State schools, like IU, Purdue or Ivy Tech OK
    • Private schools like Butler or University of Indianapolis cannot be accepted
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
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 can bring an ID to the Election Board within 10 days
  – 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 (found in provisional ballot kit)
Provisional Ballot

• Do NOT allow voter to place ballot in Ballot Box
  – 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 Styles

• Four Ballot Styles
  – 495 precincts: ONLY Health & Hospital question
  – 10 precincts: Health & Hospital question AND Beech Grove City Schools question
  – 25 precincts: Health & Hospital question AND Franklin Township School questions
  – 60 precincts: Health & Hospital question AND Perry Township School question

• Very few ‘split’ precincts
Voting on Paper Ballot

• Voter darkens circles to the left of ‘YES’ or ‘NO’

• When finished, ballot is folded in half and inserted into Ballot Box
  – Ballot must be folded by the voter with the poll workers’ initials appearing on the outside
    • Done to conceal their vote
  – Voter must display the initials to a poll worker before placing in the Ballot Box
    • If voter has improperly folded the ballot, ask them to re-fold and then insert it into the Ballot Box
Voting on Paper Ballot

• Spoiled ballots
  – If voter makes an error, they can request a new ballot
  – Write ‘SPOILED’ across old ballot
  – Provide voter with a new ballot
    • Initial back of ballot and note ward/precinct info
    • Place spoiled ballot in spoiled ballot bag
iVotronic Ballot

Provide voter with a card indicating voter’s ward and precinct

CARD EXAMPLE

WARD-PRECINCT

WAS-012

Card found in the zipper pack of the Inspector Binder
iVotronic Ballot

- Voter hands card to Inspector
- Inspector inserts PEB
- Inspector selects the correct precinct
- Inspector confirms precinct
- Inspector chooses the split (if applicable)
- Inspector removes PEB
- Inspector touches screen to activate visual ballot
- Inspector steps away from machine
iVotronic Ballot

• 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
• For an audio ballot, the Inspector:
  – Plugs in the headphones
  – Inserts PEB
  – Selects correct ward/precinct 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
Voting on the iVotronic

• Ballot CANNOT be cancelled once it has been cast by the voter

• Make sure voter has completed voting on the iVotronic before leaving the polls
  – If they fail to do so, you MUST cancel their ballot

• To cancel an uncast ballot on the iVotronic…
  – Insert the PEB
  – iVotronic prompts to make a selection to cancel
  – iVotronic confirms the cancellation
  – iVotronic asks for a reason for the cancellation
Signature Count Log

• Follow instructions on the form

• Tips
  – Make sure to update form each hour throughout the day
  – Totals should be cumulative, not incremental
  – Helps to complete Ballot Accounting Certificate at closing
  – Must be performed for each precinct if you are working on a combined precinct board

Form found under Tab 3 of Inspector Binder
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
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

• Audio ballot for voters with low or no vision
• Larger text will help some voters with visual disabilities and others with unsteady hands
• Large touch screen buttons
• 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

Questions on Election Day? Call 327-2000
Affidavit of Voter Assistance

• 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

Questions on Election Day? Call 327-2000
Affidavit of Voter Assistance

• 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
- Shutting Down Voting Equipment
- Handcounting Results
- Additional Closing Paperwork
- Packing Up
- Supply Drop-Off

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 polls closed at 6 p.m.
  – Any voter remaining in the chute or entering 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 closing down iVotronic
  – If you are managing multiple precincts, wait until voters from both precincts have voted before tearing down iVotronic or Ballot Box
Close iVotronic

• 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

**STOP** DO NOT REMOVE PEB until instructed

See iVotronic Opening/Closing the Poll Posters for complete information
Close iVotronic

- Review screen message
- Touch screen to turn off
- Remove white seal (above VOTE button) with wire cutters
  - Found in Poll Kit
- Remove flash card and place in bubble pack
- Tear down iVotronic
- Seal case with blue seal
  - Found in the Inspector Binder’s zipper pack

See iVotronic Opening/Closing the Polls Posters for complete information
Voting Equipment Media

PEB
• Initiates iVo voting
• Transfers data from iVo
• EVERY Inspector returns

iVotronic Flash Card
• Contains iVo Ballot audit data
• Found sealed in the rear of the iVo
• EVERY Inspector returns

Place items in the bubble pack and return in the Red Bag

Questions on Election Day? Call 327-2000
Closing Paperwork

- Forms found under Tab 4 in Inspector Binder
  - Ballot Accounting Certificate
  - Handcount Tally Worksheet
  - Handcount Results Certificate
  - Inspector Affidavit (PRE-10)
  - Statement of Expense (PRE-2)
Ballot Accounting Certificate

• Final tally of ballots delivered to the precinct
  – Total number of ballots in the Ballot Transfer Case at 6 a.m.
  – Any extra ballots delivered throughout the day, if applicable
• Compares the total number of voted ballots to the total number of signatures in Poll Book
• MUST be completed before tallying the results
• Follow the detailed instructions attached to the form
Handcount Paperwork

• Handcount Tally Worksheet
  – Helps to tally the results of each question
Handcount Tally Results Certificate
- Certified results of your precinct
- MOST important piece of paperwork to return along with your iVotronic media

Questions on Election Day? Call 327-2000
• If there are multiple questions on your ballot, you MUST complete separate sets of forms
  – Look in the lower right corner for the abbreviation of the political subdivision
  • HHC – Health & Hospital Corporation
  • BG – Beech Grove City Schools
  • FT – Franklin Township Schools
  • PT – Perry Township Schools
Handcounting Results

- Two, non-Inspector poll workers must tally the results (‘counters’)
  - Inspector oversees the process
- Ask counters to sit side by side at the Clerk/Judge table
- Bring sealed Ballot Box to the table
Handcounting Results

• Have the following documents ready:
  – Completed Signature Count Log
  – Partially completed Ballot Accounting Certificate
  – Handcount Tally Worksheet
    • Found in the Inspector Binder
  – Handcount Results Certificate
    • Found in the Inspector Binder
Handcounting Results

• Unseal Ballot Box in public view
  – If you are managing multiple precincts, only open and count one precinct at a time!
  – Remember, do NOT unseal Ballot Box until ALL voters have left your polling location
Handcounting Results

• Remove voted ballots in public view
  – Unfold each ballot and place face down
    • Ballots must be placed in a stack according to how they are removed from the Ballot Box
  – Confirm ballots belong to your ward/precinct by looking at the ward/precinct box below the clerks’ initials
  – Reject ballots based on the criteria on the next two slides
NEW

Handcounting Results

• When to \textit{REJECT} a questionable ballot
  – Ballot is marked in a way that you can tell \textit{who} cast the ballot
  – Ballot has extrinsic identifier, like an article folded into the ballot, in a way that you can tell \textit{who} cast the ballot
• These ballots should be placed in the Rejected Ballots Envelope
  – Found in Poll Kit
Handcounting Results

• When to count a questionable ballot
  – Ballot has erasure marks
  – Voting mark touches the oval

• If you have questions about whether or not to reject a ballot, call the hotline (327-2000)
Handcounting Results

• Count total number of voted ballots
  – Enter number on line 5 of Ballot Accounting Certificate
    • Includes all ballots in the box – voted AND rejected

• Complete Handcount Tally Worksheet
  – Worksheets need to be completed for each political subdivision on your ballot
  – Must count each question separately!

Questions on Election Day? Call 327-2000
Handcounting Results

• Separate ballots into four stacks according to the vote recorded
  – Stack 1: ‘Yes’ pile
  – Stack 2: ‘No’ pile
  – Stack 3: Uncountable (overvotes/undervotes)
    • Overvote: Both ovals darkened by voter
    • Undervote: No ovals darkened by voter
  – Stack 4: Questionable
    • Resolve any questions by conferring with the Inspector to make a determination of voter intent
      – Resolve ‘questionable’ ballots and place in appropriate stack (yes, no, uncountable) BEFORE tallying the results
Handcounting Results

• Start with ‘yes’ pile (stack 1)
  – Counter 1 counts ‘yes’ pile (stack 1)
    • Other two poll workers should be in a position to view the ballots as they are being counted
  – Counter 1 performs count out loud
  – Enter first count on tally worksheet
  – Counter 2 also performs a count of the ‘yes’ pile
  – Enter second count on tally worksheet
Handcounting Results

• Counting the ballots, con’t
  – If both counters reach the same number as the first count, then the ‘yes’ results should be marked on the tally worksheet
  • If the counts differ, then the two counters should start the procedure over again

Do not sacrifice accuracy for speed!
It’s critical (and you’re legally required) to perform an independent count of each ballot pile.
Handcounting Results

• Repeat this process for the ‘no’ pile (stack 2) and the uncountable pile (stack 3)
• When all piles are completed for each question and precinct, then the counting team is done
• Each counter should initial the counts on the tally worksheet(s) and sign at the bottom
• Place tally worksheet(s) in the Closed Polls Envelope once completed and initialed
Handcounting Results

• Tips
  – When performing the count of voted ballots, it may help to break down each sorted stack into smaller groups (20, 50 etc.)
  – Further group each stack into (10) ballots at a time and the remainder at right angles to each other on the same pile
  – Any discrepancies discovered along the way are resolved at the level of (10) ballots, rather than a larger number
  – Follow these tips for each stack you count

Questions on Election Day? Call 327-2000
Handcounting Results

• After completing the tally worksheet for each political subdivision, counters should complete Handcount Results Certificate
  – Found in the Inspector Binder

• Certificate should be reviewed and signed by the counters

• Copies of the certificate should be placed:
  – Red Bag (white copy)
  – Closed Polls Envelope (yellow copy)
  – Voted Ballot Bag in the Ballot Transfer Case (pink copy)
Handcounting Results

• Reminders about credentialed watchers:
  – May NOT touch the ballots, but the ballots can be turned in such a way so that they can easily see them
  – May NOT ask counter to back up to ballots they have already seen, counted and recorded

• If a watcher is not properly credentialed, they should be asked to leave your polling location BEFORE counting begins
Packing Up

• Pack up voting booths
• Make sure iVotronic is sealed
  – Use blue seal found in the Inspector Binder’s zipper pack
  – Leave voting booths and iVotronic at polling location
• Leave “Official Voting Site” yard sign(s) next to iVotronic for later pick up
• Collect signs and posters
  – Put all items originally in Poll Kit back into the Poll Kit
• Break down any ADA equipment, if applicable
Packing Up: Ballot Transfer Case

- Keep VOTED provisional ballot envelopes separate from all other ballots
- Place 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
  - Do NOT throw away unused bags/envelopes
    - Should be returned in Poll Kit
Packing Up: Ballot Transfer Case

- Place following bags in Ballot Transfer Case:
  - Voted ballots
  - Unvoted, unused ballots
  - Spoiled ballots
  - Rejected Ballots Envelope
  - **Spoiled** provisional ballots

- Seal Ballot Transfer Case
  - Red seals are found in Inspector Binder’s zipper pack
Closing the Polls envelope should contain these documents:

- Ballot Accounting Certificate (Yellow Copy)
- Handcount Results Certificate(s) (Yellow Copy)
- Handcount Tally Worksheet(s)
- Signature Log
- Sample Ballot & Paper Ballot Certificate
- Precinct Oath Book (PRE-1)
- Inspector’s Affidavit (PRE-10)
- Any other forms requiring Inspector’s, Judge’s or Clerk’s signature
Packing Up:
Red Bag Contents

The Red Bag found in your Poll Kit should contain:

- Bubble pack
  - Return iVotronic flash card and PEB
- Zero Tape Envelope
- Voted Provisional Ballots (PRO-4) Envelope
- Sealed Closed Polls Envelope
- Handcount Results Certificate (White Copy)
- Ballot Accounting Certificate (White Copy)
- Expense Sheet (all copies)

• Poll Book will not fit in the Red Bag, but can be placed in the Poll Kit for delivery to regional site
  - Poll Book MUST NOT be sealed in Ballot Transfer Case
Poll Kit (white box) should contain the remaining items:

- Inspector Binder
- Posters
- Signs
- Pens
- Unused Forms
- Handouts
- Everything Else
Packing Up

• Return polling site to its original set up

**STOP**

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

• Bring materials back to the **same location** you picked up supplies
  – After 9 p.m., must deliver materials to warehouse

• Invite Judge to go with Inspector
Review and Reminders

- Scenarios and Training Review
- Early Voting
- Supply Pick Up and Drop Off
- Arrive at 5
- Patience!
- Other Resources
- Questions? Call 327-2000
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
    • Michael may be at the wrong precinct or polling location
    • Michael’s name may have accidentally been left off of the Poll Book, and a Certificate of Error is issued
    • If Michael insists he’s in the correct location, he can cast a provisional ballot
• Michael Missing, con’t
  – What is a Certificate of Error?
    • Confirmation by the Board of Voters Registration that voter is properly registered but accidentally excluded from Poll Book
    • Not an actual printed document
      – Poll worker will receive a 5-digit number over the phone after calling the Inspector hotline
    • Print the voter’s name and the Certificate of Error number in the back of the Poll Book
    • Voter should sign next to the hand-written entry
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?
  – Look Susie up by her old name
  – Susie completes the Name Change Affidavit (VRG-4/12) found in the green folder in 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 20 of the Secretary of State’s Handbook
What if?

- Partisan Polly walks into the polling location. She tells you she was appointed by her party to be a watcher. What should you do?
  - Ask to see her party credentials
    - Document provided by the Election Board and signed by her party chairperson allowing her to be in the polling site
  - If no credentials, politely ask her to leave
    - If she does not leave, call Inspector hotline immediately

Questions on Election Day? Call 327-2000
Early Voting

• If you’re not working in your home precinct, be sure to vote absentee
  – To vote by mail
    • Applications must be received by midnight, Oct. 26
    • Ballots are due by 6 p.m. Election Day
  – To vote in the Clerk’s Office, City-County Building,
    200 E. Washington Street, Room W-122
    • Monday through Friday – 8 a.m. to 5 p.m.
    • Sat., Oct. 24; Sun., Oct. 25; Sat., Oct. 31 – 11 a.m. to 5 p.m.
    • Extended hours! Mon., Oct. 26 to Fri., Oct. 30 – 8 a.m. to 7 p.m.
    • Last Day! Sun., Nov. 1 – 11 a.m. to 5 p.m.
Early Voting

• If you’re not working in your home precinct, be sure to vote absentee
  – Satellite early voting locations
    • Near West: HealthPlex, 860 W. 10th St.
    • South: Beech Grove Community/Tech Center, 5249 Hornet Ave.
    • Northeast: Devington Plaza, 6004 E. 46th St.
  – Hours:
    • Sat., Oct. 24 & Sun., Oct. 25 – 11 a.m. to 5 p.m.
    • Mon., Oct. 26 through Fri., Oct. 30 – 11 a.m. to 7 p.m.
    • Sat., Oct. 31 & Sun., Nov. 1 – 11 a.m. to 5 p.m.
Supply Pick Up and Drop-Off

• Supply Pick Up
  – Sat., Oct. 31, 2009; 11 a.m. to 4 p.m.
  – Inspectors MUST pick up their supplies Saturday

• Election Day Supply Drop-Off
  – Tues., Nov. 3, 2009; 6 to 9 p.m.
  – Bring supplies back to the same regional location you picked them up
  • After 9 p.m., materials should be delivered to the MCEB Service Center located at 68 North Gale Street
  – Ask Judge to deliver materials with Inspector
Arrive at 5 a.m.

• Before Election Day…
  – Inspector should call Judge & Clerk if they have the information
  – Inspector should call the polling site contact
  – Visit site night before to set up room and hang posters, if possible
  – Review materials

• Arrive at 5 a.m.!!
  – Problems with opening the polls, call 327-2000
  – Expect an automated phone call from the Election Board in the morning

• Bring your lunch
  – Cannot leave polling site during your shift
Resources

• Marion County Election Board Web site
  – www.indy.gov/election
  – Poll Inspector Training Materials
  – Training videos

• Secretary of State’s Web site
  – www.IN.gov/SOS/elections

• Election Hotline
  – 327-VOTE
  – Connects you to either Voter Registration or Election Board
Questions?

• Call the Inspector Hotline
  – 327-2000
  – The Inspector Hotline is available to you before and on Election Day
  – On Election Day, the hotline gives you two options:
    • Direct access to Voter Registration
    • Direct access Election Board hotline operators to help with legal questions, machine problems, etc.
Thank you!