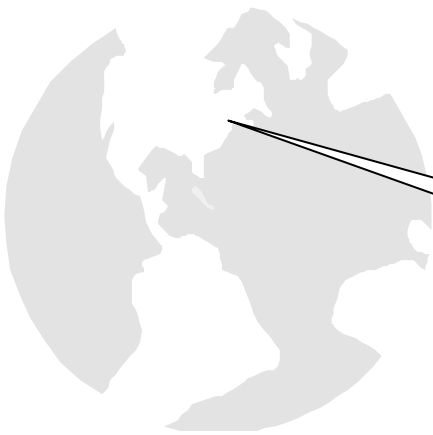


2007

Tioga County Board of Elections

Inspector Training Workbook



Here we are!
Tioga County, NY

This workbook is to be used in conjunction with inspector training

Commissioners

Cinda Lou Goodrich

Bernadette M Toombs

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Inspector Responsibilities on Election Day

The following workbook is intended to supplement the classroom and hands-on-training you will receive. It has been designed to ensure that all Election Inspectors have the necessary information to have a productive and efficient Election Day.

The Election Inspector is the single most important person on Election Day that determines that every vote counts. The Board of Elections prepares for Election Day all year, but your direct interaction with the voter affects all our tireless efforts. This is why we have made a focused effort to ensure that you receive the very best training we are able to provide.

The best advice for Election Day is **Teamwork**. If all Election Inspectors work together to ensure a smooth Elections Day, you will be successful.

Please call either Commissioner with any concerns or questions that you have.

Cinda Lou Goodrich
(607) 687-8219

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Commissioners of Elections



Opening the Polls

- ✓ Arrive ½ hour before polls open
- ✓ Need one member from each party (*Dem/Rep*) to open polls
- ✓ Any problems notify BOE immediately **687-8261**

Chairperson Responsibilities

- ✓ It is the duty of the chairperson to inventory the supplies in the poll bag prior to Election Day; notify BOE if anything is missing
- ✓ Contact inspectors and clerk to ensure your district has Election day coverage
- ✓ Arrange inspector table
- ✓ Oversee activities and workflow
- ✓ Ensure that all paperwork is completed and signed

Clerk Responsibilities (*clerks work in the larger districts*)

- ✓ Greet voters
- ✓ Assist voters as needed
- ✓ Set up watcher's table and private area for affidavit ballot voters
- ✓ Hand out voter registration forms, absentee ballot applications, "Right to Know", and "Voter Bill of Rights" sheets
- ✓ Post a "Poll Watcher" rules sign

Set up polling site and voting machine

- ✓ Machine placement should not be too close to inspector or watcher's table and should accommodate handicapped voters
- ✓ Inspector's table must have at least a three foot aisle for handicapped access
- ✓ Display sample ballot for voters to review prior to voting
- ✓ Nametags must be worn by all inspectors
- ✓ American flag must be present at poll site

Ready to Open the Voting Machine

In a bi-partisan manner we need the following people to open the machine:

- ✓ *One Reader* – read instructions aloud from the AVM Booklet found in supplies
- ✓ *One Reader Verifier* – assist reader
- ✓ *One Key Holder* – will use keys
- ✓ *One Key Holder Verifier* – assist key holder

Check the following:

*Step 1.....*Check machine number, seal number, and protective counter number (PCN) with key envelope

*Step 2.....*Use key number 3 to unlock and open front door of voting machine, put up curtain, and plug in light

*Step 3.....*Inspect voting machine ballot face: ensure the ballot matches the sample ballot

*Step 4.....*Use key number 3 to unlock back upper compartment and remove crank

*Step 5.....*Check paper roll and sticker to ensure it is dated and signed

*Step 6.....*Crank to the LEFT to release printer pack sheet; return crank to storage box and close and lock upper door using key 3

*Step 7.....*Check numbers on the opening printer pack sheet from the back of the machine - should be all ZERO's. Use RED to circle any number other than ZERO on sheet. All circled numbers left on the sheet should be recorded on the canvass sheet and deducted from the night's total.

Sign in all places.

Ready for Voting

Guidelines for processing voters:

- ✓ Greet the voter
- ✓ Ask the voter for his/her name and residence address
- ✓ Find his/her registration poll record on your ACTIVE list
- ✓ If the voter's name is on your ACTIVE list but at a different address still within your election district, that person may vote on the machine
- ✓ If the voter's name is not on your ACTIVE list, check your INACTIVE list, then your map provided by the County Board to be sure the voter resides in your district. If the voter's address is not listed in your district, **call your County Board for help 687-8261**
- ✓ Have the voter sign the poll book in the appropriate square; Compare their signature to the original pre-printed signature. Any inspector who believes the signatures does not match has the right to challenge the voter
- ✓ If the signatures match, enter the machine's public counter number(PCN) on the proper line along with the inspector's initials on the line above the barcode
- ✓ In a **PRIMARY ELECTION**, a person can **ONLY** vote in the party in which he/she is enrolled.
- ✓ If a problem occurs with the machine, ***call the BOE immediately*** and allow him/her to ***vote on Emergency Ballot*** until the custodian arrives

Notes for "Ready for Voting"

Closing the Polls

- ✓ Announce to everyone that the polls will close at 9PM
- ✓ Have one of the Election Inspectors go to the end of the voter line to prevent anyone from entering the line after the polls close
- ✓ Voters in line at 9PM are allowed to vote
- ✓ Once the polls have closed, only authorized persons may remain in the polling area. Authorized individuals include inspectors, clerks, poll watchers and candidates. Contact BOE for any other authorization
- ✓ Poll Watchers shall not assist or interfere

Close the Machine

Step 1 Use key number 2, turn DOWN key hole slot of Lock No. 2;

Remove key and return to envelope

Step 2 Find the new seal located in manila envelope in poll bag and write the seal number on canvass sheet and printer pack paper.

Step 3 Insert the seal into the button on the voting machine to prevent further voting

Step 4 Unplug light, unsnap curtain, and fold and lock front doors of machine. Ensure everything is folded neatly and use key number 3 to lock front doors

Step 5 Remove printer pack paper from back of machine by turning the crank to the RIGHT

DO NOT STOP CRANKING UNTIL PAPER DROPS

Step 6 **ALL** inspectors should check numbers and sign in **ALL** places

Notes on Closing the Polls

Canvass the Vote

- ✓ Chairperson will read aloud the numbers on the printer pack with an inspector of the opposite party observing
- ✓ One inspector will record the numbers on the canvass sheet with an inspector of the opposite party observing
- ✓ Check the paper roll for write-ins. If the seal is visible, no write-ins are on the paper roll. If you cannot see the seal on the paper roll, votes have been cast and you will have to take the paper out.
- ✓ Refer to **instructions** in the manila envelope labeled "Election System" on how to remove and canvass the paper roll correctly for any write-ins.
- ✓ After printer pack sheet has been checked, paper roll is removed (if needed) – use key number 3, close and lock upper rear door (be sure crank is in compartment before locking)
- ✓ Transfer totals to the grid call-in sheet and have other inspectors verify the totals
- ✓ Chairperson must see that the results are called in
687-8261 - continue calling until you have reported

Final Check

- ✓ All inspectors ***MUST*** sign the following (4) sheets:
 - ✓ (2) printer pack sheets (opening and closing)
 - ✓ Challenge report
 - ✓ Canvass sheet
- ✓ Repack supplies (neatly)
- ✓ Include emergency and affidavit ballots in respective envelopes
- ✓ Return election bag as directed

Notes on Canvassing the Vote

Quick Reference Guide on Elections Day Problems

A voter comes to your polling site and is not on your list

- *Check to see if they are in the right district*
- *Call BOE to check voter status*
- *If you still cannot determine their status, offer an affidavit ballot or information on court orders provided by BOE*

A voter claims “you are wrong” and they are registered to vote at your polling site

Voter has two choices

- *Offer them an affidavit ballot*
- *Call BOE for directions to obtain court order information*

A voter is not in the poll book, but on the inactive list

- *They vote by affidavit ballot*

A voter signs in the wrong square in the poll book

- *Initial the square, draw a line through the voter's name and have them sign in the correct square*

******Always check the birthdates (e.g. Father/son, Sr/Jr, etc.)**

A voter claims they are in a party other than what they are listed in the poll book

- *Call the BOE to verify their party enrollment*
- *If they persist, let them vote by affidavit ballot*

The voting machine stops, jams, or does not work

- *Immediately offer voters emergency ballots*
- *Call the BOE to contact your custodian*

A watcher is disturbing voters, excessively talking to voters etc.

- *Have them cease at once! If they will not, call BOE 687-8261*

During a Primary, the wrong party lever is set for a voter

- *Call BOE 687-8261*

Several people have gathered outside the polling site and are talking to voters as they enter

- *The chairperson or any inspector should instruct people that after they have voted they are to leave the polling site immediately. No one is allowed to loiter within 100 feet of the polling site entrance*

A watcher or voter comes in with campaign material or a campaign button

- *Ask them to remove the material/button until they leave the polling site.*

******Electioneering is not allowed within 100 feet of the polls**

A person comes into the polling site and starts to cause a disturbance

- *Ask them to stop, instruct them to leave and have an inspector call the BOE immediately*

If you have any questions, comments, or concerns – please don't hesitate to call the BOE

WE ARE HERE TO HELP YOU!

☺ **687-8261** ☺

