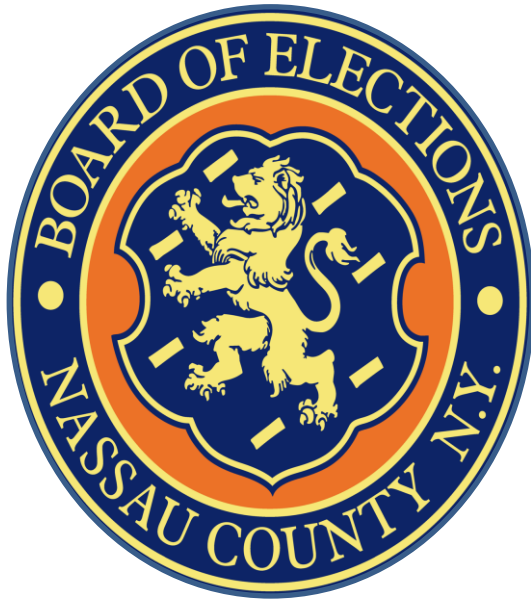


Nassau County Board of Elections



REFERENCE GUIDE FOR INSPECTORS

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COMMISSIONERS OF ELECTIONS

REFERENCE GUIDE FOR INSPECTORS

Nassau County Board of Elections Information for Elections Inspectors

This information is designed for Election Inspectors entrusted with conducting Primary, Special and General Elections.

It is the task of the Inspector to render the best possible service to all voters on Election Day. A study of this booklet should enable you, the Inspector, to do the work expected by the electorate as well as by the Board of Elections.

A Message to Inspectors

As an Election Inspector, you play an essential part in the process that enables citizens to exercise their constitutional right to vote. The success of the election process depends to a great extent on how well you carry out your responsibilities at the polls.

What voters experience at the polls is the only part of the election system that they observe regularly. Consequently, the impression that you leave with the voters strongly influences their overall view of the election system. We trust that you, as a representative of your County Board of Elections and your political party, will strive to perform your duties in a way that gives voters confidence in the fairness and effectiveness of the system.

This Reference Guide, the County Board of Elections' training course and the other aids supplied to you describe your responsibilities in detail. We believe that the essence of your job lies in two main goals: To help qualified voters to vote; and to ensure that their votes are properly counted. You can accomplish these goals by maintaining a helpful attitude and by applying election law and procedures as you have learned them.

The work of an inspector can be complex and often tiring, but when you have done the job well, you will know that the voters of your Election District have been well served. On their behalf, and on behalf of all the county's citizens, we thank you for your service.



Commissioners of Elections

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Opening Your Polling Place

Inspectors must arrive at the polls at 5:15 am. The polls open at 6:00 am. If the building is locked when you arrive, immediately call the Board of Elections number printed on the **PINK** card in your folder. If your board has no chairperson you should elect one, and then follow these procedures:

1. Take inventory of the supplies in the suitcase. Make sure you have in your suitcase:

- Green Un-Scanned Ballots bag
- Blue Spoiled Ballots bag
- Orange Affidavit Ballots bag
- SPOILED stamp or 'SPOILED' labels
- IN THE PLASTIC SUPPLY ENVELOPE
 - Affidavit ballot envelopes (2-sided in English and Spanish)
 - Sealed Poll Ledger books including Inspector Remarks & Challenge Report
 - Privacy Folders (manilla folders)
 - Payroll, Organization of the Board, Oath of Office
 - Reference Guide for Inspectors (in yellow folder)
 - Opening & Closing Handbook
 - Red Data bag with keys, seals and Election Code
 - Supplies folder: pens, paper clips, scotch tape, thumb tacks, name labels (*we do not provide scissors or markers*)
- Yellow Folder: Language Assistance Information, Poll Inspectors' Reference Guide, Emergency Numbers Card,

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- TAD Table Identity Sign, Street list and Map, Qualification of Oath

2. Set up your polling place.

Inspectors are to wear identification badges. Put a copy of the street list and map for your Election District on the table for easy reference.

Give the 2nd copy of the street list to the Poll Coordinator



Note

Prominently display your Town/Assembly District/Election District sign by your table. Display the Double-Vote Notice on the table for voters.

3. **THE DS200 SCANNER:** Confirm that the license plate on the DS200 is the correct voting machine for your Election District.

- ❖ To Open the DS200, use the “**Election Day Opening & Closing Handbook**” provided with your supplies
- ❖ One Inspector reads the steps, while a second carries them out



Note: After removing the ballot pads from the Blue Tote Bin inside the DS200, please check them for accuracy

If the pads are not for your Election District contact the Board. Remember to record the ballot pad numbers on the Return of Canvass and **NEVER** pre-rip ballots!

4. Only one ballot pad should be on your table (unless it's a Primary Election for more than one party) Keep the remaining pads in your suitcase until needed. Have pens available for the voters.
5. Complete the Opening of the Return of Canvass (sample on page 4).
6. Discuss work assignment and breaks with the Chairperson.

7. SIGN THE PAYROLL.

Remember you cannot open the polls until at least one Inspector from each political party has arrived. **A board of inspectors can legally function as long as one inspector from each party is present.**

If you are short an Inspector and there are other election districts in your polling location, see if you can borrow an Inspector from that board. If an Inspector does not arrive, check to see if they are simply delayed. If the Inspector will not be working, notify the Board of Elections.

The chairperson then administers the Oath of Office to the substitute who neatly prints his/her name, address and social security number on the payroll sheet. Sign both the oath and the payroll. Put an 'X' over the information on the payroll for the non-working inspector.



COUNTY OF NASSAU

Return Of Canvass



Town or City: 		
Assembly District: _____	Election District: _____	
Poll Location: _____		

Opening of Polls

Protective Counter Number At Opening: _____

Public Counter Number on Optical Scanner At Opening: _____

Number of Ballot Pads Delivered: _____ Number Sequence from 1 through: _____

Closing of Polls

**DO NOT REMOVE DATA STICK FROM SCANNER UNTIL ALL TAPES FINISH PRINTING
AND MACHINE POWERS OFF**

A. Number of Court Orders processed: _____

B. Protective Counter Number At Closing: _____

C. Public Counter Number on Optical Scanner At Closing: _____

D. Number of Spoiled Ballots: _____ (If none write "0")

E. Number of Affidavit Ballots: _____ (If none write "0")

F. Number of ~~unscanned~~ Emergency Ballots: _____ (If none write "0")

G. TOTAL NUMBER OF BALLOTS: _____ (Add lines C D E and F)

Number on next sequential ~~unscanned~~ ballot stub: _____

Oath: Must Sign at Opening and Closing of Polls

WE, THE INSPECTORS OF ELECTIONS OF THIS ELECTION DISTRICT, HEREBY CERTIFY THAT THE ABOVE AND THE FOLLOWING STATEMENTS ARE CORRECT IN EVERY PARTICULAR AND THAT DURING THE EXAMINATION, EACH MACHINE WAS LOCKED AND SEALED AGAINST OPERATION, AND THAT NO INSPECTOR OR ANOTHER PERSON TOUCHED THE INTERIOR OF ANY MACHINE OR ITS MECHANISM.

Inspectors of Election at Opening Inspectors of Election at Closing

Chapter

2

Appointment of Inspectors

Inspectors of Elections are appointed by the Board of Elections annually. They hold office for the full term provided they perform the duties of the office to the satisfaction of the Board of Elections and remain a qualified voter in the County. Each Inspector must be recommended for appointment by the County Chairman of their political party. On the County Chairman's recommendation, the Board of Elections must replace them with a new appointee.

Organization of the Board

Inspectors are responsible for the conduct of the election within the boundaries of their Election District. They elect a chairman of the Election District Board (*by lot if a majority cannot agree*).

All permanent Inspectors must take the Oath of Office and sign oath on the left side of the form. Temporary substitutes must take the oath and sign on the right side of the form. If there are permanent replacements, they must take the oath and sign on the left side of the form.

This form is to be returned to the Board. Your name, address, phone number and social security number must be included on the form

Your social security number is not used for FICA. Our computer system uses social security numbers to make sure that you are not in the system more than once.

Inspector's Overall Duties

Inspectors should be familiar with:

1. Voter qualifications.
2. Registration Procedures.
3. Enrollment Procedures.
4. Various ballot and special voting procedures.
5. How to operate the DS200 Scanner.
6. Procedures for Emergency ballots.
7. Procedures for challenging votes.
8. Canvassing vote results.

Duties of Chairperson

1. Accounting for and distributing all election district supplies.
2. Ensuring that all required forms are filled out completely and accurately.
3. Making Inspector duty assignments, and arranging for meal times and short breaks.
4. Making sure **payroll is signed. Chairperson signs twice.**
5. **RETURN SUPPLIES to the POLICE PRECINCT.** Please have **Red Data Bag** with keys outside the suitcase. Hand both to an officer.

To Serve As An Inspector, You:

- ❖ Must be a registered voter and resident of the county in which you work.
- ❖ Cannot hold any public elective office or be a candidate for any public office or party position to be voted by voters of the district in which you will work.
- ❖ May not be the spouse, parent or child of a candidate running for office in the district in which you will work.
- ❖ Must be able to clearly speak, read and write the English language.
- ❖ Must be certified as an inspector by the County board of Elections after having attended an official training class and passing a written test.
- ❖ If needed, you may be required to fill in for a missing Poll Coordinator (see Poll Coordinators' Responsibilities – page 7).

Poll Coordinator Responsibilities

The Poll Coordinator is the first person the voter sees at the Polling Location

The Poll Coordinator has specific responsibilities to the polling location, Board of Elections and of course, the voter. These responsibilities include:

- Setting up the privacy booths; there will be one privacy booth per 250 registered voters in the polling location.
- Installing magnifiers and pens in the privacy booths.
- Placing Handicap signs and polling place signs.
- Directing voters to correct ED tables.
- Setting up the Auto**MARK** BMD.
- Assisting and instructing voters on the Auto**MARK** BMD.
- Sitting in for any missing chairs or inspectors until a replacement arrives.
- Supervising the translator if one is assigned.
- Maintaining the countywide street list.
- Monitoring poll site and privacy booths.

Sample Oath of Office and Organization of the Board

All inspectors are required to take the Oath of Office and sign below.

OATH OF OFFICE

"I do solemnly swear or affirm that I will support the constitution of the United States and the Constitution of the State of New York, and will faithfully discharge the duties of INSPECTOR OF ELECTIONS in the County of Nassau to the best of my ability."

CHAIRPERSON/INSPECTORS

Party Fill out all information for each Chairperson and Inspector.

DEM Name _____ (print name here)

Signature _____

Address _____

Phone# _____ Cell# _____

DEM Name _____ (print name here)

Signature _____

Address _____

Phone# _____ Cell# _____

REP Name _____ (print name here)

Signature _____

Address _____

Phone# _____ Cell# _____

REP Name _____ (print name here)

Signature _____

Address _____

Phone# _____ Cell# _____

Organization of the Board

(INSPECTORS ONLY)

We, the above members of this board agree that (print)_____ shall be the **next** year's Chairperson of this Election District.

Signatures:

Dem_____

Rep _____

Dem_____

Rep _____

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Payroll

Inspector Name/Address/Social Security #	Correction Boxes	Signature/Time In & Out	Misc Expenses
JAMES DOE - Rep Insp. 123 MAIN STREET MINEOLA, NY 11501	<div>These boxes are to be completed only if the information under your name is incorrect.</div>	<div>James Doe</div> <div>BENNETT, SUSAN A</div> <div>Time In: _____ Time Out: _____</div>	
JOHN SMITH - Dem Insp. 111 MAIN STREET MINEOLA, NY 11501		<div>John Smith</div> <div>HUPFER, JUDITH A</div> <div>Time In: _____ Time Out: _____</div>	
HAROLD SAMUELS - Dem Insp. 5 CRESCENT STREET MINEOLA, NY 11501		<div>Harold Samuels</div> <div>PEREZ, DEBRA L</div> <div>Time In: _____ Time Out: _____</div>	
AMY THOREAU-Rep Insp. 22 WOODBURY RPAD MINEOLA, NY 11501		<div>Amy Thoreau</div> <div>SILVER, ALAN M</div> <div>Time In: _____ Time Out: _____</div>	



There are separate payrolls for each Primary, Special, and General Elections. Payroll records are to be completed and returned with the supplies for each election. Inspectors will be paid separately for each election that they work.

All Inspectors, Translators and Poll Coordinators who work must sign the payroll, and the Chairperson must sign in two places. Carefully print the name and address of all new Inspectors, substitutes, and extra clerks. **Errors on payroll sheets will delay payment so be careful and accurate. You must enter your social security number on the payroll.**

YOU ARE IN CHARGE

Conduct of Election/Preserving Order/Poll Watchers

You are in charge. However, if you have any problems or concerns or a voter questions your authority, call the Board of Elections (see contact card) for a ruling.

POLL WATCHERS

A poll watcher is a representative of a candidate, political party or independent group who observes the election.

In a primary or general election, any candidate on the ballot, or any political committee, may have three watchers for each election district at any one time.

Poll Watchers are entitled to:

1. Be present at the polls from 15 minutes before the opening. They may also be present after the closing of the polls until the signing of the Inspectors' Report and the proclamation of results.
2. View the unlocking of the voting machine. However, they must not handle any of the election records or machinery.
3. Challenge persons who they believe are not qualified to vote (see Challenge Reports page 31.)
4. Observe the canvass of the vote.

POLL WATCHER CERTIFICATION

All Poll Watchers must have a written certificate issued by the chairperson or secretary of the political party or independent body or candidate. In a primary, this can be signed by two or more candidates. The certificate must be given to the Board of Inspectors of each election district in which the Poll Watcher serves.

Poll Watchers must be qualified voters in the county in which they serve. They may be a committee person or candidate. Watchers may be relieved by another Watcher, but all must have certificates.

NOTE: Poll Watchers may not assist, in any manner, in the conduct of the elections or participate in any electioneering at the polling site. Only one Watcher from each political party, committee or independent body may be within the guardrail at any time

Please note: Poll Watchers are NOT entitled to any copies of Results tapes.

VOTING MACHINE TROUBLE

Emergency Ballots

If you have any trouble with the DS200 Scanner and you cannot correct the problem contact the BOE. The phone number is on your contact card under “**Machine Problems**”.

There are NO separate Emergency Ballots – everyone uses the same ballot.



1. In the event of a breakdown, open the door of the Emergency Bin with the silver key.
2. Pull the silver flap down and re-lock the door.
3. Take a strap seal from the **Red Data Bag**, record the number on the Seals Report of your Return of Canvass and seal the Emergency Ballot Bin door.
4. Have the voter place their completed ballot into the slot of the EMERGENCY Bin. DO NOT FOLD BALLOT
5. When the DS200 is repaired, re-open the Emergency Bin and lift the silver flap to prevent any further ballots from being placed in it; place a new strap seal (*from Red Data Bag*) and record the new seal number on the Seals Report.
6. At the end of the evening, a bipartisan team will re-open the EMERGENCY Bin and scan these Emergency ballots.
7. When scanning Emergency Ballots – any ballots that contains Over-Votes or Extraneous Marks as indicated by the a message on the DS200, must be ejected from the scanner and put into the **GREEN UNSCANNED BALLOTS** bag.
8. These un-Scanned ballots must be accounted for on the Un-Scanned check-off list on the back page of the Return of Canvass.

Note:
VOTERS DO NOT
SIGN
EMERGENCY
BALLOTS.

Emergency Ballots
do **NOT** get put in
an Affidavit
Envelope

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9. In the event there is a machine breakdown at the end of the evening and ballots cannot be scanned, they must be placed in the **GREEN UNSCANNED BALLOTS** bag.

PLEASE NOTE:

If there is a machine breakdown at the end of the evening, the BOE must still be notified.

IDENTIFICATION REQUIREMENTS

Who is required to show identification?

All voters listed in the poll ledger with an **ID** icon next to their names must present ID. Please make sure to check for this BEFORE allowing the voter to sign the Poll Book. An ID can be **EITHER**:

- (1) Current and valid photo identification with the voter's name and picture.

-- OR --

- (2) A copy of a current utility bill, bank statement, government check, paycheck or government document that shows the name and address of the voter.

If the voter is unable to present one of the above, he or she is not permitted to vote on a voting machine. Tell the voter that he or she is entitled to vote by **Affidavit Ballot**, and offer the voter an affidavit envelope. The voter may choose to decline to vote by affidavit, and may return to the polling place with identification or go to Supreme Court and ask to present his or her case to a judge, but do not require the voter to do either.

(1) Photo Identification – examples include, but are not limited to:

Note: Photo identification does not require the voter's address. Most identification does not have an expiration date; assume that it is current unless it has an expiration date and it has expired. Assume that photo identification is valid so long as it shows no signs that it has been altered or fabricated.

- | | |
|---|---|
| ✓ NY or out-of-state driver licenses | ✓ Non-driver identification cards |
| ✓ Passports | ✓ Military or military dependent identification cards |
| ✓ Student identification cards | ✓ Insurance plan identification cards |
| ✓ Photo debit or credit cards | ✓ Pistol or firearms permits |
| ✓ Pilots' licenses | ✓ Government photo identification cards |
| ✓ Discount cards issued to senior citizens or persons with disabilities by a public authority | ✓ Access-A-Ride cards |
| ✓ Employee or volunteer identification cards | ✓ Health club identification cards |
| ✓ Or any other form of photo identification that includes the voter's name and shows no signs of being fabricated or altered. | |

(2) Utility Bill, Bank Statement, Government Check, Paycheck or Government Document – examples include, but are not limited to:

Note: A document is current if it bears the voter's current address.

- ✓ **Utility bills include:** bills from electric, gas, heating oil, propane, water, telephone, or cable providers
- ✓ **Bank statements include:** bank statements, investment account statements, brokerage statements, pension fund statements, dividend checks, or other correspondence from a financial institution to a person with an established relationship with the institution
- ✓ **Government checks include:** Social Security Administration check statements, government or military paychecks or paycheck stubs
- ✓ **Paychecks include:** a paycheck, paycheck stub or any document or statement provided to an employee by his or her employer evidencing income
- ✓ **Other government documents include:**
 - ✓ Voter registration cards
 - ✓ Electronic benefit transaction (EBT) cards
 - ✓ Public housing lease or rent statements and agreements or rent statement agreements provided pursuant to subsidized housing programs
 - ✓ Correspondence or bills from a federal, state or local government
 - ✓ Hunting, fishing or trapping licenses
 - ✓ Unemployment
 - ✓ Interim driver licenses or computer-generated learner permits
 - ✓ Tuition statements or bills from public colleges and universities (e.g., SUNY and CUNY)
 - ✓ Public housing identification cards
 - ✓ Government homeless shelter or transitional housing identification cards
 - ✓ Discharge certificates, pardons or other official documents issued in connection with the resolution of a

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- | | |
|---|--|
| insurance statements | criminal case, indictment, sentence or other matter, in accordance with state law |
| ✓ Tribal identification cards | |
| ✓ Any document or statement provided to a taxpayer evidencing income or eligibility for a tax deduction or tax credit | ✓ I.R.S. statements |
| ✓ Social Security Administration benefits statements | ✓ Insurance cards issued pursuant to government administered or subsidized health insurance programs (e.g., Medicare and Medicaid cards) |

Chapter

6

AFFIDAVIT BALLOTS

If a voter is not found in the ledger book,

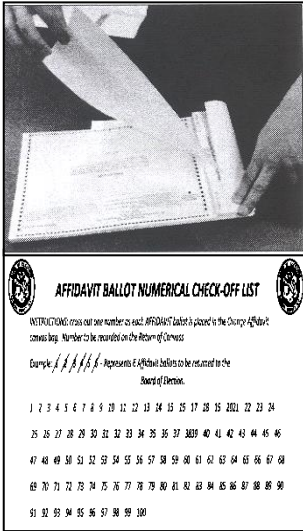
1. Check for misspelling of their name.
2. Check the back of your poll book to see if their name is listed on the Inactive List
3. Check the map & street list for their address in your Election District.

If, after checking, the voter's name and address is not found, send the voter to the Poll Coordinator for further assistance.

However if the voter belongs in your Election District, but their name is not in your Election District, they can vote by Affidavit **only** if:


- a. Voter's name appears on Inactive List in the back of the poll ledger book and they have not moved from the address listed. (BOE *will notify the voter that their record will be reinstated as Active*);* or
- b. Registered voter recently moved into your Election District; or
- c. Voter lives in your Election District, but name is missing.

AFFIDAVIT BALLOT PROCEDURE



1. Carefully remove the ballot from the pad and check off the AFFIDAVIT box on the ballot pad & cross out a number on the Affidavit check off list on the back of the Return of Canvass.
2. **Fold the ballot (in 4)** and place in the Affidavit Envelope before handing it to the voter.
3. Instruct voter that they are to fill out all questions on the envelope and sign the envelope only – NOT the ballot.
4. Direct voter to a privacy booth to mark the ballot, place it in the envelope and seal it. Advise them to return to your table, where after the envelope is reviewed by the Inspectors, the voter will place the Affidavit Ballot Envelope into the Affidavit Ballot Bag.
5. Inspectors are to check the envelope for legibility, completeness & signature of voter.
6. A Republican & Democratic Inspector must enter the Town/AD/ED & initial the envelope after the review.
7. Voter places Affidavit Envelope in the sealed **ORANGE AFFIDAVIT BALLOTS** Bag.
8. Account for the Affidavit Ballot on the back of the Return of Canvass





DO NOT let any voter in the wrong T/AD/ED vote by Affidavit. (***Their vote will not be counted.*** Have them see the Poll Coordinator for their correct Election polling place location).

DO NOT let any voter place an Affidavit Ballot in the scanner

* A federal law has been established to update and correct voter lists in all counties in the United States.

In conjunction with the U.S. Postal Service, your local Board of Elections is notified by the Post Office that mail has been forwarded from an address. This could constitute a move by a voter.

The Board of Elections then sends out a confirmation notice asking voters to verify whether or not they have moved. If voter responds that they have not moved, their status will be changed back to active.

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However, if the voter does not respond they will be placed in inactive status. In order to be reinstated to active status and allowed to vote, they must contact the Board of Elections.

If a voter on the inactive list comes to vote and has not moved, they may vote by affidavit ballot - **not on the machine.**

NOTICE TO VOTERS

(Section 8-302(3-a) NYS Election Law)

IF YOUR POLL RECORD IS MISSING, OR FOR A PRIMARY ELECTION YOUR POLL RECORD DOES NOT SHOW ENROLLMENT IN THE PARTY IN WHICH YOU CLAIM TO BE ENROLLED,

YOU MAY SEEK TO VOTE BY ONE OF THE FOLLOWING METHODS:

1. **AFFIDAVIT BALLOT:** If you are able to swear under oath that you live in the election district in which you are seeking to vote and that you are presently registered to vote in Nassau County, (and in a primary election, that you are also enrolled in the appropriate party) the election inspectors are required to give you a ballot on which you may cast your vote.

Place the voted ballot in the envelope provided and carefully complete your affidavit on the outside of the envelope, making sure to give your correct residence address. The envelope will be returned, unopened, to the Board of Elections. If the Board determines that you are an eligible voter in that election district, your ballot will be counted. **You will be notified if your ballot is not cast and the reason for such decision.**

At the Board of Elections, your envelope will be opened along with others, and the folded ballots will be placed in a group and mixed. They are then refolded and counted. In this manner, the secrecy of every vote is maintained.

2. **COURT ORDER:** You may obtain a court order directing the election inspectors to allow you to vote on the voting machines. Your Board of Elections will tell you where and when a Justice of the Supreme Court or a County Court Judge can be located. You can contact your County Board at the number provided below.

571-2411

Affidavit Ballot – Front - English

BOE Use Only T: _____ AD: _____ ED: _____ Current Voter Information		AFFIX LABEL HERE	
Affidavit Oath Please provide the following required information		BOE USE ONLY <input type="checkbox"/> NOT REGISTERED <input type="checkbox"/> REGISTERED LATE Date _____ <input type="checkbox"/> WRONG POLL SITE Name _____ <input type="checkbox"/> ENROLL. CHANGE <input type="checkbox"/> WRONG T/AD/ED Identify _____ <input type="checkbox"/> CANCELED Code _____ By _____ <input type="checkbox"/> REG. - MATCH # _____ <input type="checkbox"/> RIGHT POLL SITE <input type="checkbox"/> ENROLL. MATCH <input type="checkbox"/> INACTIVE <input type="checkbox"/> TRANS/NEW ADDR. Old T ____ AD ____ ED ____ New T ____ AD ____ ED ____ <input type="checkbox"/> OTHER (Explain) _____ _____ RESEARCHED BY: R _____ D _____ R _____ D _____ COMMISSIONERS' RULING: R <input type="checkbox"/> YES <input type="checkbox"/> NO _____ D <input type="checkbox"/> YES <input type="checkbox"/> NO _____	
Your name Last name _____ First name _____ Suffix _____ Middle Initial _____ Address (not P.O. box) _____ Apt. Number _____ Zip code _____ City/Town/Village _____ New York State County _____			
The address where you live Date of birth _____ Party enrollment _____			
Please check each box that applies to you and fill in the appropriate blanks <input type="checkbox"/> I have been informed by the inspectors that my registration record is not available to them, however I have duly registered to vote in this election district from the address given above, and I remain a duly qualified voter in this district. <input type="checkbox"/> I have moved within _____ (insert County or New York City) since my last registration, and my previous address was: _____ <input type="checkbox"/> I was required to present identification when I voted today, but I did not do so. <input type="checkbox"/> For Primary Elections Only: I am enrolled in the political party stated in the section above, but the poll book does not reflect my correct enrollment.			
Additional information to register to vote in the event that you do not have a valid voter registration on file Are you a citizen of the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answer No, you cannot register to vote. Will you be 18 years of age or older on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answer No, you cannot register to vote unless you will be 18 by the end of the year.			
Qualifications Telephone (optional) _____ Sex <input type="checkbox"/> M <input type="checkbox"/> F Email (optional) _____			
More information Address or P.O. Box _____ P.O. Box _____ Zip code _____ City/Town/Village _____			
The address where you receive mail Skip if same as above Address or P.O. Box _____ P.O. Box _____ Zip code _____ City/Town/Village _____			
Voting history Have you voted before? <input type="checkbox"/> Yes <input type="checkbox"/> No What year? _____			
Voting information that has changed Skip if this has not changed or you have not voted before Your name was _____ Your address was _____ Your previous state or New York State County was _____			
Identification You must make 1 selection <input type="checkbox"/> New York State DMV number _____ <input type="checkbox"/> Last four digits of your Social Security number x x x - x x - _____ <input type="checkbox"/> I do not have a New York State driver's license or a Social Security number.			
Political party You must make 1 selection Political party enrollment is optional but that, in order to vote in a primary election of a political party, a voter must enroll in that political party, unless state party rules allow otherwise. <input type="checkbox"/> I wish to enroll in a political party <input type="checkbox"/> Democratic party <input type="checkbox"/> Green party <input type="checkbox"/> Women's Equality party <input type="checkbox"/> Republican party <input type="checkbox"/> Working Families party <input type="checkbox"/> Reform party <input type="checkbox"/> Conservative party <input type="checkbox"/> Independence party <input type="checkbox"/> Other _____ <input type="checkbox"/> I do not wish to enroll in a political party <input type="checkbox"/> No party			
All voters must date and sign the oath below It is a crime to procure a false registration or to furnish false information to the Board of Elections Affidavit: I swear or affirm that • I am a citizen of the United States. • I will have lived in the county, city or village for at least 30 days before the election. • I meet all requirements to register to vote in New York State. • This is my signature or mark in the box to the right. • The above information is true. I understand that if it is not true, I can be convicted and fined up to \$5,000 and/or jailed for up to four years. Sign _____ Date _____			
For Board Use Only - To be completed by an Election Inspector Town/City _____ AD _____ Election District _____			

Affidavit Ballot – Back - Spanish

Declaración jurada		BOE USE ONLY
A Ingrese por favor la información que se requiere a continuación		<input type="checkbox"/> NOT REGISTERED
Su nombre Apellido _____ Nombre _____ Sufijo _____ <small>Inicial del segundo nombre</small>	Domicilio (que no sea un P.O. Box) Apt. N° _____ Código postal _____ Ciudad/Pueblo/Comunidad _____ Condado del estado de Nueva York _____	<input type="checkbox"/> REGISTERED LATE Date _____
Fecha de nacimiento MM/DD/YYYY	Afiliación al partido _____	<input type="checkbox"/> WRONG POLL SITE Name _____
B Marque cada casilla que corresponda y llene los espacios en blanco adecuados		<input type="checkbox"/> ENROLL. CHANGE <input type="checkbox"/> WRONG T/AD/ED Identify _____
<input type="checkbox"/> Los inspectores me informaron que mi registro no se encuentra a su disposición ; sin embargo, me he registrado debidamente para votar en este distrito electoral desde el domicilio que indiqué anteriormente, y continúo siendo un votante debidamente calificado en este distrito. <input type="checkbox"/> Me muué a _____ (indique el condado o la Ciudad de Nueva York) desde mi último registro, y mi domicilio anterior era: _____ <input type="checkbox"/> Se me solicitó que presentara una identificación cuando voté hoy, pero no lo hice. <input type="checkbox"/> Solo para las elecciones primarias: Estoy afiliado/a al partido político que se indica en la sección anterior, pero el padrón no refleja la afiliación correcta.		<input type="checkbox"/> CANCELED Code _____ By _____
C Información adicional para registrarse para votar en caso de que no cuente con un registro de votante válido en el archivo		<input type="checkbox"/> REG. - MATCH # _____
¿Califica para votar? <input type="checkbox"/> ¿Es usted ciudadano de los EE.UU.? <input type="checkbox"/> Si <input type="checkbox"/> No Si responde No , no puede registrarse para votar. <input type="checkbox"/> ¿Tendrá usted 18 años o más el día de las elecciones o antes de esa fecha? <input type="checkbox"/> Si <input type="checkbox"/> No Si responde No , no puede registrarse para votar a menos que vaya a tener 18 años a fin de año.		<input type="checkbox"/> RIGHT POLL SITE <input type="checkbox"/> ENROLL. MATCH <input type="checkbox"/> INACTIVE <input type="checkbox"/> TRANS/NEW ADDR. Old T ____ AD ____ ED ____ New T ____ AD ____ ED ____
Más información Teléfono (opcional) _____ Sexo <input type="checkbox"/> M <input type="checkbox"/> F Correo electrónico (opcional) _____	Domicilio en el que recibe el correo No lo llene si es igual al anterior Domicilio o P.O. Box _____ P.O. Box _____ Código postal _____ Ciudad/Pueblo/Comunidad _____	<input type="checkbox"/> OTHER (Explain) _____
Antecedentes electorales ¿Ha votado alguna vez? <input type="checkbox"/> Si <input type="checkbox"/> No ¿En qué año? _____	Información electoral que ha cambiado No llene esta sección si no ha cambiado la información o no ha votado anteriormente Su nombre era _____ Su domicilio era _____ Su estado o su condado anterior dentro del estado de Nueva York era _____ <input type="checkbox"/> Número de DMV del estado de Nueva York _____ <input type="checkbox"/> Últimos cuatro dígitos de su número de Seguro Social x x x - x x - _____ <input type="checkbox"/> No tengo licencia de conducir del estado de Nueva York ni número de Seguro Social.	RESEARCHED BY: R _____ D _____ R _____ D _____
Identificación Debe escoger una opción	Partido político Debe seleccionar 1 <small>La inscripción en un partido político es opcional, pero para votar en la elección primaria de un partido político, el votante debe inscribirse en ese partido político, a menos que las reglas estatales del partido permitan lo contrario.</small> Deseo inscribirme en un partido político <input type="checkbox"/> Partido Demócrata <input type="checkbox"/> Partido Verde <input type="checkbox"/> Partido de Igualdad de las Mujeres <input type="checkbox"/> Partido Republicano <input type="checkbox"/> Partido de Familias Trabajadoras <input type="checkbox"/> Partido de la Reforma <input type="checkbox"/> Partido Conservador <input type="checkbox"/> Partido de la Independencia <input type="checkbox"/> Otro _____ No deseo inscribirme en un partido político <input type="checkbox"/> Ningún partido	COMMISSIONERS' RULING: R <input type="checkbox"/> YES <input type="checkbox"/> NO _____ D <input type="checkbox"/> YES <input type="checkbox"/> NO _____
D Todos los votantes deben fechar y firmar la declaración jurada a continuación		
Es delito procurar un registro falso o brindar información falsa a la Junta Electoral Declaración jurada: Juro o declaro que • Soy ciudadano de los Estados Unidos. • Habré residido en el condado, ciudad o comunidad por un mínimo de 30 días antes de las elecciones. • Rejino todos los requisitos para inscribirme como votante en el estado de Nueva York. • La firma o marca a la derecha es de mi puño y letra. • La información que antecede es verdadera. Entiendo que de no serlo, se me puede condenar y multar hasta \$5,000 y/o encarcelar hasta un máximo de cuatro años.		Firma _____ Fecha _____
Solo para uso de la Junta: debe completarlo un Inspector de Elecciones / For Board Use Only - To be completed by an Election Inspector Town/City _____ AD _____ Election District _____		

Chapter

7

PROVIDING VOTER ASSISTANCE

Any voter who states under oath that they require assistance in voting may request help from the Board of Inspectors or from a person he or she designates, provided that the individual is not the voter's employer or union agent. Remember that voters who request assistance must be treated with genuine politeness and helpfulness.

On the Challenge Report, write the name of the assisted voter and the name and address of persons who assisted the voter.

The time limit for a voter in the privacy booth is 3-minutes but use your discretion. Children may accompany a voter to the voting booth.

Inspectors shall assist any voter who:

- Cannot read or write English; or speak English and needs a translator (*a Spanish translator may be assigned to your polling location. If there is no translator at your polling location either call, or have the voter call, the Board of Elections' Spanish hotline (see contact card in folder).*)
- 2. Is physically handicapped and cannot, unless aided by another person, mark a paper ballot; this person would be referred to the Poll Coordinator for assistance.

Procedure for assisting the voter:

Instructions on how to complete a ballot are posted in the privacy booth.

However, if a voter still asks you for assistance, a bi-partisan team is needed.

- Inspectors SHALL STAND NEAR the Privacy Booth **NOT** near or by a voter, when assisting and answering any questions. THE VOTER MUST BE GIVEN HIS VOTING SPACE.

REFERENCE GUIDE FOR INSPECTORS

- If a voter asks for further instructions concerning the manner of entering the ballot into the DS200 Scanner, again a bi-partisan team (an Inspector from each political party) may provide those instructions. The Inspectors should then allow the person to vote alone.
- Inspectors and Translators must not influence the voter, or disclose the vote to anyone else unless required to do so in a legal proceeding.
- The New York State Election Law (Section 8 – 306, Subdivision 5) requires that any person, other than an Inspector or Translator, who assists a voter in the voting process take the following oath, administered verbally by an Inspector:

OATH BY PERSONS ASSISTING A VOTER

“I will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and I will not keep or make any memorandum or entry of anything occurring within the booth, and I will not directly or indirectly, reveal to any person the name of any candidate, voted for by the voter, or which ticket he had voted, or anything occurring within the voting booth, except when required pursuant to law to give testimony as to such a matter in a judicial proceeding.”

For Voter Assistance using the DS200 Scanner – see Chapter 13

Chapter

8

ELECTIONEERING

Poll Coordinators post **NO ELECTIONEERING SIGNS WITHIN 100 FEET OF THE ENTRANCE TO POLLING LOCATION**

Any electioneering, including but not limited to: soliciting voters, distributing, wearing or carrying political literature, posters, banners, or buttons **is prohibited**.

Candidates, representatives or County Committee Members must have a Watcher's Certificate.

Electioneering is not precisely defined in the law. If in doubt, call the BOE (*see contact card for number*).

EXIT POLLS AND MEDIA

Exit polls conducted by the media are not electioneering. However the following guidelines should be observed when exit polls are conducted at the polling site.

Please Note: MEDIA MUST HAVE AN ACCESS LETTER FROM THE COMMISSIONERS OF ELECTIONS.

1. The exit poll cannot be conducted in the polling place or inside the room where the voting machines and inspector tables are housed.
 2. The exit poll must be conducted outside of the polling place. It may be conducted within the 100 foot radius from the entrance to the polling place cited in section 8-104 of the Election Law. However, exit polling may not impede or block the passageway of voters coming to or leaving the polling place. The organization may not place tables, signs, or any type of barrier to prevent the voters from having free entry or exit to or from the polling place.
 3. The organization may only do an exit poll of those voters who have already voted and who are leaving the polling place, not of voters entering the polling place.
-

REFERENCE GUIDE FOR INSPECTORS

4. The poll cannot be a verbal poll. It can only be conducted in written form.

Above all, it should be remembered that the Inspectors of Election have complete control over the activities in and around the polling place. If any person is disruptive or electioneering, the Inspectors have the right and responsibility to ask the person to stop their activity. If the person refuses to conduct themselves properly, the Inspector may ask law enforcement personnel to remove the person from the area.

Chapter 9

WHO CAN CHALLENGE A VOTER?

1. An Inspector. As an Inspector, you must challenge any voter whom you know or suspect is not legally entitled to vote in your district. (*Voter must be challenged before they vote*).
2. Any duly appointed watcher.
3. A qualified voter in the polling place.

Challenges can be made for the following reasons:

1. The person's signature does not match the current registration signature.
2. The person is believed not to reside at his or her registered address.

If the voter insists that he is entitled to vote:

- a) You may let the person vote; they may vote by **Affidavit**

OR

- b) Tell the voter that he or she may appear before a Supreme Court Judge in Mineola to seek a court order enabling him or her to vote on the machine.

Follow carefully the steps indicated on the Challenge Form.

- If the challenge is based on knowledge or belief that the person has moved, you need ask only whether he still resides at the address from which he is registered. (**Note:** a move within an apartment house, or within the same E.D., is just as much a move as any other.)
- If the person denies he has moved, and a majority of Inspectors is satisfied and the challenge is withdrawn, he may vote on the voting machine. If they are not satisfied, or the challenge is not withdrawn, and applicant persists in his claim to vote, administer the Qualification Oath (located inside the yellow folder). Remind the voter that false statements are punishable as perjury.

REFERENCE GUIDE FOR INSPECTORS

- Even if he admits he has moved, if he persists, the Inspectors must administer the Qualification Oath. If the person takes the oath and answers the questions, they **MUST** be allowed a ballot to vote on the machine, even if they may be perjuring themselves.
- If the voter refuses to answer the questions or take the oath, they may **not** be allowed to cast their vote on the voting machine.

After a Challenge: Make an entry in the Challenge Report.

THE QUALIFICATION OATH

"You do swear (or affirm) that you are eighteen years of age, that you are a citizen of the United States and that you have been a resident of this state, and of Nassau County for thirty days next preceding this election, that you still reside at the same address from which you have been duly registered in this election district, that you have not voted at this election, and that you do not know of any reason why you are not qualified to vote at this election. You do further declare that you are aware that it is a crime to make any false statement. That all the statements you have made to the board have been true and that you understand that a false statement is perjury and you will be guilty of a misdemeanor."

REFERENCE GUIDE FOR INSPECTORS

CHALLENGE REPORT NASSAU COUNTY

Date of Election _____ A.D. _____ E. D. _____ Town/City _____

REASONS FOR CHALLENGE:

1. Voter whose name and address **IS** in the Ledger Book and is believed to have moved.
2. At Primary, voter is believed **NOT** to be enrolled in the party shown on the ledger.

DO NOT LET SUCH PERSON VOTE ON THE MACHINE WITHOUT PUTTING VOTER THROUGH THE FORMAL CHALLENGE PROCEDURE.

WHO MAY CHALLENGE: A voter may be challenged by any **Inspector**, a duly appointed **Watcher**, or by a **Registered Voter**. An inspector shall challenge any person offering to vote whom he shall know as suspect not to be entitled to vote in that ED. or whom he is requested by a Watcher or Registered Voter to challenge.

INSTRUCTIONS

If a majority of Inspectors are satisfied that the voter is qualified to vote and the challenge is withdrawn, the voter may be allowed to vote on the machine.

If a majority of Inspectors are **NOT** satisfied that the voter is qualified to vote and the voter persists, administer questions indicated on the Challenge Form and the Qualification Oath. If voter swears by taking the Qualification Oath, voter **MUST** be permitted to vote on the machine, even though he may have committed perjury. **Make sure the voter signs the Ledger Book.** Also, you must enter the voter's name and address below and indicate a reason for the challenge.

NAME & ADDRESS	SERIAL #	REASON FOR CHALLENGE

VOTER ASSISTED ON ELECTION DAY - INSTRUCTIONS

Oath **MUST** be taken by person assisting voter, if it's someone other than the inspector. Write the name and address of the person who assisted the voter, as well as that person's relationship to the voter. Also, write the name, address, and serial number of the voter who required assistance.

NAME & ADDRESS of VOTER	SERIAL #	NAME & ADDRESS OF PERSON RENDERING ASSISTANCE	RELATIONSHIP TO VOTER

OVER ➡

**CHALLENGE REPORT
NASSAU COUNTY**

(Continued)

USE THIS SPACE FOR ADDITIONAL NOTES TO THE BOARD OF ELECTIONS: IF NECESSARY

INSPECTOR CERTIFICATION

WE THE UNDERSIGNED ELECTION INSPECTORS DO HEREBY CERTIFY THAT WE HAVE COMPLETED THIS CHALLENGE REPORT; THAT IT CONTAINS THE LIST OF PERSONS CHALLENGED; AND THAT SAME WERE ADMINISTERED THE REQUIRED OATH; THAT IT CONTAINS THE LIST OF VOTERS WHO HAVE SWORN THAT THEY NEEDED ASSISTANCE; AS WELL AS THOSE SWORN PERSONS WHO RENDERED THAT ASSISTANCE; AND THAT ALL ENTRIES ARE TRUE AND ACCURATE RECORD OF OUR PROCEEDINGS ON THIS ELECTION DAY.

INSPECTOR SIGNATURE _____ INSPECTOR SIGNATURE _____

INSPECTOR SIGNATURE _____ INSPECTOR SIGNATURE _____

INSPECTOR SIGNATURE _____ CHAIRPERSON SIGNATURE _____

Chapter 10

PRIMARY ELECTION

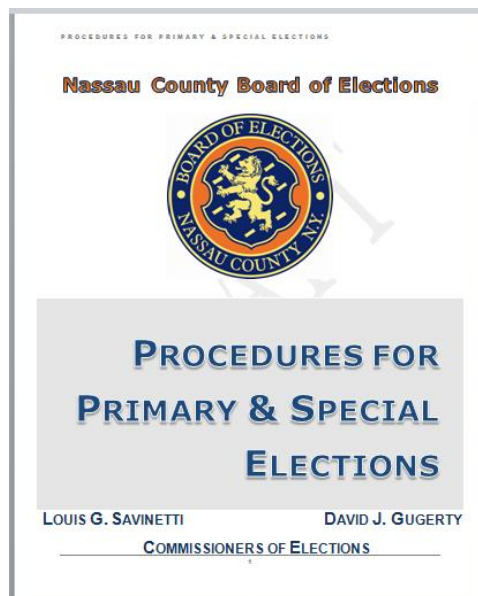
DO NOT let a person vote in the primary of a party in which he is not enrolled.

Enrolling in a political party means that you have chosen to be a member of a political party. There are eight constituted parties in NY State (Democratic, Republican, Conservative, Green, Working Families, Independence, Women's Equality and Reform).

In a PRIMARY ELECTION, a person can vote only in the party in which he or she is enrolled.

If there is more than one party primary, and a voter is qualified to vote in one of the primaries, after the voter signs the poll ledger, give the voter the appropriate colored BALLOT to match their party enrollment.

There will be separate **color-coded ballot pads** for each party represented in a primary.



Additionally, poll ledger books will be designated by the Party in the Primary Election and color-coded just like the ballots,

The DS200 Scanner and the AutoMARK Ballot Markers have been programmed to recognize the different ballots

For more details on Primary or Special Elections, refer to the Procedures Manual for these elections.

REFERENCE GUIDE FOR INSPECTORS

Chapter 11

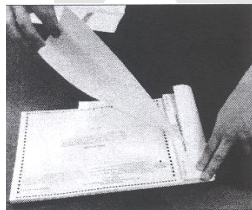
VOTING PROCEDURES

How to Vote Electronically

1. Look up the voter's name in the Poll Ledger Book – First & Foremost.
2. Voter signs the ledger sheet. Check ID of first time voters only if there is an **ID** icon next to their name (see Chapter 5).



IF there is no voter signature, but the voter is in the book, have them only sign once in the normal right hand column. They do not need to provide proof of signature.



3. Carefully remove the first ballot from the pad (leaving stub attached to the pad) **and place ballot in the privacy sleeve** for the voter.

4. Record the ballot stub number by their name in the poll book under the Public Counter Number (PCN).

5. Both a Republican & Democratic Inspector must initial in the column next to the PCN.



6. Direct voter to a privacy booth to mark the ballot for the candidates of their choice.

7. Advise voter that they are to return to the DS200 Scanner by the table when they have completed marking their ballots.

8. If the voter is not able to mark a ballot and requires the assistance of a Ballot Marking Device (BMD), give the voter a ballot in a Privacy Sleeve and notify the Poll Coordinator.

REFERENCE GUIDE FOR INSPECTORS



- In this case, the Poll Coordinator will bring the voter to the AutoMARK Ballot Marking device
- The voter will be instructed by the Poll Coordinator how to use the AutoMARK to mark their ballot
- When the voter has finished marking the ballot with the AutoMARK, the ballot is printed.
- The Poll Coordinator will escort the voter back to the Election District DS200 to cast their ballot.

Chapter 12

SPOILED BALLOTS – FLED BALLOTS

Spoiled Ballots

If a voter has made a mistake on a ballot, whether making the wrong choices, extraneous marks or over-voting, the ballot is considered **SPOILED**, a replacement ballot can be issued.

PLEASE NOTE: There is a maximum of three (3) ballots per voter.

Ballots can only be replaced when the original is returned. When a voter requests a replacement ballot, they must return the original ballot, even if it is folded or ripped.

To replace that ballot,

1. Have the voter stamp the ballot “**SPOILED**” with the stamp provided in your supplies.
2. After stamping the ballot, have the voter fold the ballot and place it in the sealed **BLUE SPOLED BALLOTS** Bag.
3. Find the voter’s name in the Poll Ledger Book.
4. Cross out the ballot number of the previous ballot in the Public Counter box (by drawing one line through it).
5. Gently remove the next ballot from the ballot pad.
6. Write the new ballot number by the one crossed out.
7. Bipartisan team initials the changed ballot number.
8. Place the ballot in the privacy sleeve and direct the voter to the privacy booth to mark their ballot.

9. Cross off the next number under the SPOILED Ballot Numerical Check-Off List on the back page of the Return of Canvass to account for the replacement ballot.

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SPOILED BALLOT NUMERICAL CHECK-OFF LIST

INSTRUCTIONS: cross out one number as each SPOILED ballot is placed in the Blue Spoiled Ballot canvas bag. Number to be recorded on the Return of Canvass

Example: ~~1~~ ~~2~~ ~~3~~ ~~4~~ ~~5~~ ~~6~~ - Represents 6 Spoiled ballots to be returned to the Board of Election.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46		
47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68		
69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90		
91	92	93	94	95	96	97	98	99	100														

.....

Fled Ballots

If, in the course of the day, you find a ballot **abandoned** at the privacy booths, on the floor or any other area in the polling location, the ballot is considered a **‘FLED BALLOT’** and must be **‘SPOILED.’**

- Look for the T/AD/ED on the Ballot and return the ballot to that Election District.
- A bi-partisan team will stamp the ballot ‘SPOILED’ and place it (folded) in the sealed **BLUE SPOILED BALLOTS** bag.
- They will cross off a number on the Spoiled Ballot Numerical Check-Off List on the Return of Canvass to account for this ballot.

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SPOILED BALLOT NUMERICAL CHECK-OFF LIST

INSTRUCTIONS: cross out one number as each SPOILED ballot is placed in the Blue Spoiled Ballot canvas bag. Number to be recorded on the Return of Canvass

Example: ~~1~~ ~~2~~ ~~3~~ ~~4~~ ~~5~~ ~~6~~ - Represents 6 Spoiled ballots to be returned to the Board of Election.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46		
47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68		
69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90		
91	92	93	94	95	96	97	98	99	100														

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REFERENCE GUIDE FOR INSPECTORS

If however, a ballot is found near, on top of or in the DS200, or on the Election District table, that ballot is not considered abandoned and that ballot can be scanned into the DS200.

- A bi-partisan team from the Election District will scan the ballot into the DS200.
- In scanning this ballot, should there be an over vote. the ballot must be ejected from the machine and placed in the sealed **GREEN UNSCANNED BALLOTS** Bag. Ballots with 'Over Votes' cannot be scanned because we don't know the 'Voter's Intent*' had the vote remained to scan it.
- Cross off a number on the Un-Scanned Numerical Check-Off List on the Return of Canvass to account for this ballot.

.....

UNSCANNED BALLOT CHECK-OFF LIST

INSTRUCTIONS: cross out one number as each EMERGENCY ballot placed in the Emergency Ballot slot due to a scanner breakdown. Once scanner is replaced these ballots MUST be scanned before you close the polls.

Example: ~~1~~ ~~2~~ ~~3~~ ~~4~~ ~~5~~ ~~6~~ - Represents 6 EMERGENCY ballots to be scanned before closing polls.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46		
47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68		
69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90		
91	92	93	94	95	96	97	98	99	100														

*** Voter's Intent – asks the question: “what would the voter do?”**

In the case where an un-scanned ballot is being scanned by the bi-partisan team, and a message other than “Thank you, your vote has been counted” appears on the DS200 screen, the bi-partisan team cannot scan it for the voter as the voter is not there to decide how to proceed. Therefore that ballot must remain un-scanned as we are not sure what the voter's intent would be with that ballot.

REFERENCE GUIDE FOR INSPECTORS

Chapter

13

Inspector Assistance by the DS200

No Inspector should be standing *near* the DS200 Scanner, nor should Inspectors stand on top of or behind the voter. If a voter has a question and needs assistance they will call upon you.



Place the DS200 with its back to the voters on line in order to provide privacy to the voter casting their ballot. *However*, please make sure that the cords do not present a safety hazard. If necessary, use a chair to cover the cords to prevent people from walking over them.

- Advise voters when casting their vote to wait for the screen to display the 'Thank You Message – their vote has been counted' before leaving the Scanner.
- Remind them to return the privacy sleeve to the Inspectors at their Election District table.

**DS200 MESSAGES APPEAR ON THE SCREEN**

Voters casting their ballots may not have completed their ballots correctly. In that event, they may see messages displayed on the scanner's screen.

These messages may include:

- **Over voted**
- **Double Vote message**

- **OVER VOTED CONTESTS** - This message indicates that the voter voted for more candidates than allowed:



Remember:

If a voter chooses to cast their ballot without making corrections, their ballot will be scanned and tabulated for all the offices except for those that were over voted.

1. The voter has the option of getting a new ballot by selecting “**CORRECT YOUR BALLOT**” or to “**CAST YOUR BALLOT WITH MISTAKES**” without correcting it.
2. If the voter selects “**CORRECT YOUR BALLOT**”, the DS200 ejects the ballot; the voter would return the ballot to the Election District to which they belong.
 - The Inspector would give the voter the **SPOILED** stamp to stamp the ballot;
 - The voter would fold it and place it in the **BLUE SPOILED BALLOTS Bag**
3. The Inspector would take a new ballot from the pad,
 - Records the new ballot number by the voter’s name,
 - Gives the voter a new ballot in the privacy sleeve; and
 - Tells the voter to go to the privacy booth to complete the new ballot.
4. After the voter completes the new ballot, the voter returns to the DS200 to cast their ballot. If there is a line, they would go to the end of the line.

If the voter did not want to correct the over votes, their ballot will be scanned and tabulated for all the offices except the ones that contained over votes.

• DOUBLE VOTE MESSAGE

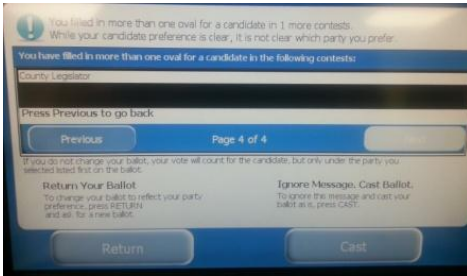
If a voter gets this message after scanning their ballot, it is to advise them that they filled in ovals for a candidate that is running on more than one Party line.

Similar to the notices posted in the privacy booths, the purpose of this message is to notify the voter that the scanner recognizes their desire to vote for a particular candidate, but the scanner is unsure on which Party line the voter wants that vote cast.

The message further advises the voter of their options:

Remember:

If a voter chooses to cast their ballot without making correcting their ballot, the 1st Party line listed on the ballot that has the completed oval will be scanned and tabulated for that office.



1. **RETURN YOUR BALLOT** – allowing the voter to have the scanner eject their ballot so that they can get a new ballot (Replacement Ballot Procedures will have to be followed) so that they can fill in the oval on their Party line preference; or
2. **IGNORE THE MESSAGE** – allowing the voter to cast the ballot ‘as-is.’
 - a. If the voter chooses this option, the 1st Party line listed on the ballot that has the oval filled in for that candidate will count.

REFERENCE GUIDE FOR INSPECTORS

CLOSING THE POLLS

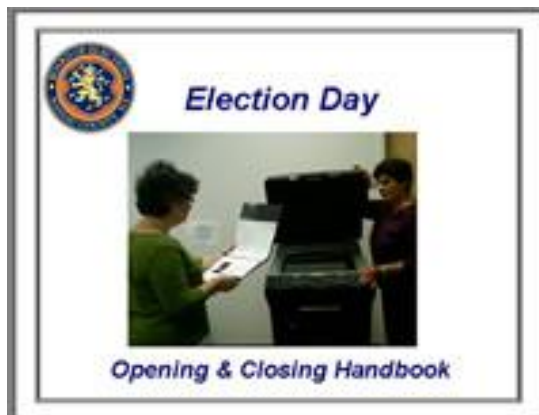
Any voter who is on line to vote at 9 p.m. must be allowed to vote.



After the polls close at 9 p.m., if there are any un-scanned Emergency ballots (due to machine breakdown), the Inspectors must remove the strap seal and unlock the Emergency Ballot bin. As a bipartisan team, scan the ballots into the DS200.

- If the ballot receives a message as under voted or over voted, eject the ballot and place it in the sealed **GREEN UNSCANNED BALLOTS** Bag.
- Cross off the next number on the Un-scanned Ballots Check-Off List on the Return of Canvass to account for that ballot.
- Re-lock and seal the Emergency Bin door. Record the seal number on the Return of Canvass Seals Verification Report

The Inspector shall close the DS200 Voting machine in the presence of the Watchers (if any) and all other persons who may lawfully be within the polling place. **USE THE OPENING AND CLOSING HANDBOOK TO CLOSE THE DS200**



The Return of Canvass – End of Night Reporting

Record the following information on the Return of Canvass:

1. The new **Protective Counter Number** (found on the **DS200 screen & Results tape**).
2. The **Public Counter Number** (on Results Tape).
3. Number of voted and scanned ballots (on Results Tape).
4. Number of **SPOILED** Ballots (on Check-Off list).
5. Number of **AFFIDAVIT** Ballots (on Check-Off list).
6. Number of **Un-scanned** Ballots (on Check-Off list).
7. Number of **Court Orders** (in back of poll ledger books, if any).
8. Total Number of ballots (add items C, D, E & F).
9. Number of the last ballot removed from the ballot stub (this number should equal the number of ballots used during the Election Day). See chapter 15, for more details.
10. Bipartisan team signs the Results Tapes.
11. Neatly fold both Results Tapes and place in the Red Data Bag.
12. Remove a tab seal for the **RED DATA** Bag.
13. Record the tab seal number on the Seals Report.
14. Bipartisan team signs the Return of Canvass' Closing Report.
15. Place Report in the **RED DATA** Bag.
16. Before sealing the bag, make sure the USB Flash Drive is in the front window and that all the used seals, keys (*including the Auto**MARK** Cart key, if it was originally in the Data Bag*) and Return of Canvass Report are in the bag.
17. Seal the **RED DATA** Bag with the tab seal (*seal fits in slot by zipper*)
18. the Red Data Bag with the flash drive in in the front window flap

There will be NO Absentee Ballots at the polls. Please do not accept absentee ballots.

AFFIDAVIT BALLOT NUMERICAL CHECK-OFF LIST

INSTRUCTIONS: Cross out one number on each AFFIDAVIT ballot placed in the Canvass Affidavit return bag. Number to be recorded on the Return of Canvass.

Example: *[Handwritten: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100]*

SPOILED BALLOT NUMERICAL CHECK-OFF LIST

INSTRUCTIONS: Cross out one number on each SPOILED ballot placed in the Blue Spoiled Ballot return bag. Number to be recorded on the Return of Canvass.

Example: *[Handwritten: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100]*

EMERGENCY BALLOT NUMERICAL CHECK-OFF LIST

INSTRUCTIONS: Cross out one number on each EMERGENCY ballot placed in the Emergency Ballot return bag. Number to be recorded on the Return of Canvass.

Example: *[Handwritten: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100]*

COUNTY OF NASSAU
Return Of Canvass

Town or City: _____
Assembly District: _____ Election District: _____
Poll Location: _____

Opening of Polls

Protective Counter Number At Opening: _____
Public Counter Number on Optical Scanner At Opening: _____
Number of Ballot Pads Delivered: _____ Number Sequence from 1 through: _____

Closing of Polls

DO NOT REMOVE DATA STICK FROM SCANNER UNTIL ALL TAPES FINISH PRINTING AND MACHINE POWERS OFF

A. Number of Court Orders processed: _____
B. Protective Counter Number At Closing: _____
C. Public Counter Number on Optical Scanner At Closing: _____
D. Number of Spoiled Ballots: _____ (if none write "0")
E. Number of Affidavit Ballots: _____ (if none write "0")
F. Number of Un-scanned Emergency Ballots: _____ (if none write "0")
G. TOTAL NUMBER OF BALLOTS: _____ (Add lines C D E and F)
Number on next sequential ballot stub: _____

Oath: Must Sign at Opening and Closing of Polls

WE, THE INSPECTORS OF ELECTIONS OF THIS ELECTION DISTRICT HEREBY CERTIFY THAT THE ABOVE AND THE FOLLOWING STATEMENTS ARE CORRECT IN EVERY PARTICULAR AND THAT DURING THE EXAMINATION, EACH MACHINE WAS LOCKED AND SEALED AGAINST OPERATION, AND THAT NO INSPECTOR OR ANOTHER PERSON TOUCHED THE INTERIOR OF ANY MACHINE OR ITS MECHANISM.



Inspectors of Election at Opening: _____
Inspectors of Election at Closing: _____



REFERENCE GUIDE FOR INSPECTORS

Chairperson will return the **RED DATA BAG** and the suitcase with all supplies to the police precinct. Please *return these supplies* ON ELECTION EVENING as soon as all the votes have been properly canvassed and recorded. Please have the **RED DATA Bag** OUT of the suitcase so you are prepared to hand the **RED DATA bag** directly to the officer on duty.

*Remember, we cannot tabulate the votes until we have the **Red Data Bag**.*

 <div style="display: inline-block; text-align: center;"> COUNTY OF NASSAU Return Of Canvass </div> 	
Town or City: 	
Assembly District:	Election District:
Poll Location: 	
Opening of Polls	
Protective Counter Number At Opening: _____	
Public Counter Number on Optical Scanner At Opening: _____	
Number of Ballot Pads Delivered: _____ Number Sequence from 1 through: _____	
Closing of Polls	
<u>DO NOT REMOVE DATA STICK FROM SCANNER UNTIL ALL TAPES FINISH PRINTING AND MACHINE POWERS OFF</u>	
A. Number of Court Orders processed: _____	
B. Protective Counter Number At Closing: _____	
C. Public Counter Number on Optical Scanner At Closing: _____	
D. Number of Spoiled Ballots: _____ (If none write "0")	
E. Number of Affidavit Ballots: _____ (If none write "0")	
F. Number of unscanned Emergency Ballots: _____ (If none write "0")	
G. TOTAL NUMBER OF BALLOTS: _____ (Add lines C D E and F)	
Number on next sequential unvote ballot stub: _____	
<p style="text-align: center;">Oath of Trust Signed Opening and Closing of Polls</p> <p>WE, THE INSPECTORS OF ELECTIONS OF THIS ELECTION DISTRICT, HEREBY CERTIFY THAT THE ABOVE AND THE FOLLOWING STATEMENTS ARE CORRECT IN EVERY PARTICULAR AND THAT DURING THE EXAMINATION, EACH MACHINE WAS LOCKED AND SEALED AGAINST OPERATION, AND THAT NO INSPECTOR OR ANOTHER PERSON TOUCHED THE INTERIOR OF ANY MACHINE OR ITS MECHANISM.</p>	
_____ _____ _____ _____	_____ _____ _____ _____
Inspectors of Election at Opening	Inspectors of Election at Closing

REFERENCE GUIDE FOR INSPECTORS

Chapter
15**EVERY BALLOT COUNTS**

At the end of the night the number of all ballots given out should add up.

The Ballot pads, which were removed from the Blue Bin in the Ballot box at the beginning of the day, are numbered. These numbers – beginning with number 1 on the first pad to the ending number of the last pad – must be recorded on the Return of Canvass when opening the polls.

As each voter signed the Poll Ledger Book,

- A ballot was removed from the Ballot pad.
- The number on the Ballot pad for that Ballot was recorded in the Public Counter # by the Voter's name that both a Republican and Democrat initial.

If you have a Court Order Voter, record the number of Orders received on the Return of Canvass Report for Court Orders

- All court orders should be placed in the back of the Poll Ledger Book where the voter's name would have appeared for return to the Board of Elections

If a voter was given a Replacement ballot:

- The original Ballot number was crossed out and the new ballot number was recorded in the Public Counter number column (& *initialed by both a Republican and Democratic Inspector*). If the voter used more than one, this process is repeated. Maximum number of ballots =3.



- The returned or SPOILED Ballot was placed in the **BLUE SPOILED BALLOTS** Bag.
- A number was crossed off the SPOILED BALLOT CHECK-OFF LIST on the Return of Canvass. The number of folded SPOILED Ballots should correspond to the numbers crossed off on the Spoiled Ballot Numerical Check-off List.

If a voter was given an Affidavit ballot:



- The Affidavit Box on the Ballot Pad stub of the Ballot given to the voter was checked off.
- A number was crossed off on the AFFIDAVIT BALLOT CHECK-OFF LIST on the Return of Canvass.
- The Affidavit Ballot Envelope was placed in the **ORANGE AFFIDAVIT BALLOTS** Bag. The number of Affidavit Ballot envelopes should correspond to the numbers crossed off on the Affidavit Ballot Numerical Check-off List.

If a ballot was found and considered a FLED Ballot:

- The Ballot was stamped SPOILED and placed in the **BLUE SPOILED BALLOTS** Bag.
- A number was crossed off on the SPOILED BALLOT CHECK-OFF LIST on the Return of Canvass

If a ballot was not scanned in the DS200 because it received an error message (as a result of a ballot found that's not abandoned or from a machine breakdown when a bi-partisan team attempted scanning, :



- The Ballot was placed in the **GREEN UN-SCANNED BALLOTS** Bag

- A number was crossed off the UN-SCANNED BALLOT NUMERICAL CHECK-OFF LIST on the Return of Canvass.

Adding it all up

Add to the Public Counter Number, the:

1. Number of Court Orders; (*if any*)
2. Number of Spoiled Ballots;
3. Number of Affidavit Ballots; and
4. Number of Un-Scanned Ballots

The sum of all these numbers should add up to the number of ballots removed from the pad and given to voters during the course of the day.

PLACE UNUSED BALLOT PADS AND STUBS INSIDE THE BLUE BIN OF THE BALLOT BOX OF THE DS200

Check-Off List on the Return of Canvass



AFFIDAVIT BALLOT NUMERICAL CHECK-OFF LIST



INSTRUCTIONS: cross out one number as each AFFIDAVIT ballot is placed in the Orange Affidavit canvas bag. Number to be recorded on the Return of Canvass

Example: ~~1~~ ~~2~~ ~~3~~ ~~4~~ ~~5~~ ~~6~~ - Represents 6 Affidavit ballots to be returned to the Board of Election.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46
47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68
69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90
91 92 93 94 95 96 97 98 99 100

SPOILED BALLOT NUMERICAL CHECK-OFF LIST

INSTRUCTIONS: cross out one number as each SPOILED ballot is placed in the Blue Spoiled Ballot canvas bag. Number to be recorded on the Return of Canvass

Example: ~~1~~ ~~2~~ ~~3~~ ~~4~~ ~~5~~ ~~6~~ - Represents 6 Spoiled ballots to be returned to the Board of Election.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46
47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68
69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90
91 92 93 94 95 96 97 98 99 100

UNSCANNED BALLOT NUMERICAL CHECK-OFF LIST

INSTRUCTIONS: cross out one number as each EMERGENCY ballot placed in the Emergency Ballot slot due to a scanner breakdown. Once scanner is replaced these ballots **MUST** be scanned before you close the polls.

Example: ~~1~~ ~~2~~ ~~3~~ ~~4~~ ~~5~~ ~~6~~ - Represents 6 EMERGENCY ballots to be scanned before closing polls.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46
47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68
69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90
91 92 93 94 95 96 97 98 99 100

Chapter 16

Seals Verification Report

SEALS REPORT

SEALS AT POLL-OPENING AND POLL-CLOSING

RED BAG	Seal number on bag at opening: _____		
	Seal Number Applied at SOE	At Opening, Is Seal the Same? (Circle One)	Record the Seal that you apply
DS200: Outside Machine and Ballot Bin			
Lid Seal (front/top of DS200)	1461614	Y N	Applied at Closing:
Ballot Bin Door (front/bottom of DS200)	1461611	Y N	Applied at Opening: Applied at Closing:
Blue Ballot Bin Lid	676111	Y N	Applied at Closing:
Side Wire Seal, Left (as you face machine)	3016	Y N	Original Seal Is: Never Removed
Side Wire Seal, Right (as you face machine)	2944	Y N	Original Seal Is: Never Removed
DS200: Inside the Lid			
Green sticker seal	021711	Y N	At closing record the seal #
Red sticker seal	266071		Original Seal Is: Never Removed
Emergency Ballot Bin			
Door to Emergency Slot	Note _____		SEAL at CLOSING and RECORD #
The Bags: Record The Seal _____ One End _____ Other Night _____			
Green Bag	Slot End	Apply and record at closing.	
	Zipper End	Never Removed, Record at closing.	
Blue Bag	Slot End	Apply and record at closing.	
	Zipper End	Never Removed, Record at closing.	
Orange Bag	Slot End	Apply and record at closing.	
	Zipper End	Never Removed, Record at closing.	
Red Bag Zipper End		Apply and record at closing.	

Seals have been placed on the DS200 and Ballot Bags.

Please follow the Instructions on the Seals Report. It will direct you to do two things:

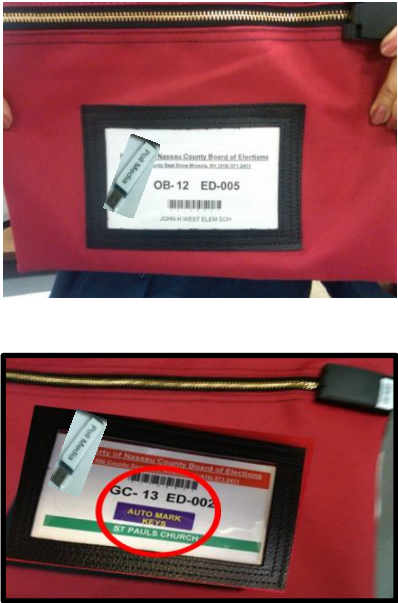
1. As part of your Opening procedure, you will confirm that the seals affixed by the Board are the same seals that arrived at your Polling site; and
2. Each time you add or change a seal, you will record the new seal number.



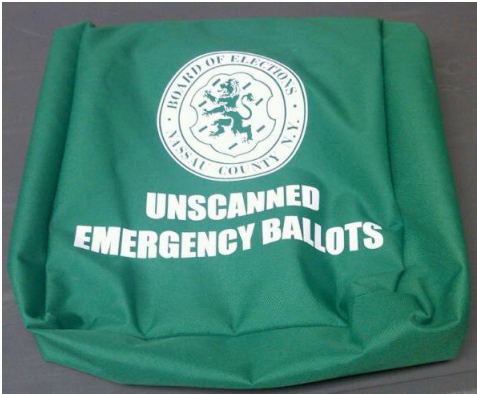
Record the numbers in the appropriate box; a Republican and Democrat must sign the Report at the Opening and Closing of the Polls.

It's in the Bag

Chapter 17

An assortment of bags will be in the suitcase. Each bag has a purpose as defined below:

	<p><u>Red 'DATA' Bag</u></p> <ul style="list-style-type: none">● Do Not Remove tab seal until Election Day● Bag remains unsealed until Closing● Contains keys, seals and Return of Canvass● Used for Opening/Closing Results tapes● Used seals will be placed inside● Return of Canvass will be placed inside at Closing, along with keys. <i>If your Red Bag had the Purple sticker on it indicating there was an AutoMARK Cart key inside, be sure to have the key returned to the bag</i>● USB Flash Drive placed in front flap of bag at Closing● Sealed with Security Tab Seal after recording Seal number on Seals Report● Red Data Bag is given to assigned Police Precinct after closing polls
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	<p><u>Blue 'SPOILED BALLOTS' Bag</u></p> <ul style="list-style-type: none"> ● Bag will be sealed – DO NOT REMOVE TAB SEAL FROM THE ZIPPED END ● Used for 'Spoiled' Ballots ONLY ● Place a Tab seal at slot end of the bag before placing in the suitcase at Closing – <i>see below</i> ● Record seal numbers on Seals Report
	<p><u>Orange 'AFFIDAVIT BALLOTS' Bag</u></p> <ul style="list-style-type: none"> ● Bag will be sealed – DO NOT REMOVE TAB SEAL FROM THE ZIPPED END ● Used for 'Affidavit Ballots' ONLY ● Place a Tab seal at slot end of the bag before placing in the suitcase at Closing – <i>see below</i> ● Record seal numbers on Seals Report
	<p><u>Green 'UNSCANNED BALLOTS' Bag</u></p> <ul style="list-style-type: none"> ● Bag will be sealed – DO NOT REMOVE TAB SEAL FROM THE ZIPPED END ● Used for Ballots that have not been scanned ONLY; this could be as a result of an Emergency Breakdown or in the event of Ballot left near DS200 without being cast ● Place a Tab seal at slot end of the bag before placing in the suitcase at Closing – <i>see below</i> ● Record seal numbers on Seals Report

SLOT
END



Remember to record both tab seal numbers on the Return of Canvass at Closing

Tab seal placed in slot end of Security Bag

SAMPLE CONFIGURATION REPORT

*** CONFIGURATION REPORT ***
11:12 AM September 17, 2010
Unit Serial Number: 0209360988

VOTING DEVICE INFORMATION

HARDWARE CONFIGURATION
Current Time Date:
11:12 AM September 17, 2010
Time Zone: America/New_York
Diverter Status: Not Detected
Touch Screen: OK
Power Source: AC
Battery Charge: 100%
Modem Status: Not Detected

STORAGE
Available System Log Storage: 27 MB
Available Ballot Storage: 3808 MB
Available Backup Storage: 0 MB

FIRMWARE
Paper Processing Engine: 2.1.0.0
Hardware Abstraction Engine: 2.1.0.0
Tabulation Engine: 2.1.0.0
Scanning Engine: 2.1.0.0
Presentation Engine: 2.1.0.0
Scanner Firmware: 2.13.0.0
Power Management Firmware: 1.2.2.0
Operating System Version: 2.1.0.0
Firmware Last Updated On:
Thu Mar 18 17:15:19 UTC 2010

Protected Count: 475

ELECTION QUALIFICATION INFORMATION
Election Name: 09GCRT
Election Date: 2009-05-15
Election Qualification Code: 87e6f90c

ELECTION LOADED

ELECTION STATUS
Poll Opened Date: September 17, 2010
Poll Opened Time: 9:47 AM
Poll Closed Date: September 17, 2010
Poll Closed Time: 9:51 AM
Poll Status: Not Open
Public Count: 0

ELECTION INFORMATION
Jurisdiction Name:
Acceptance Test Landscape
Election Description:
Acceptance Test Landscape
Election Date: May 14, 2009
Poll Place ID/Name:
108001/Building 3
Election Type: GENERAL
Number of Election Districts: 1

BALLOT INFORMATION
Ballots By: Election District
Ballot Height: 19.0
Ballot Width: 8.5
Ballot Rows: 70
Ballot Columns: 24
Ballot Art Work: DSIM
Target Type: oval

ELECTION SETTINGS
Ability to Re-open: Yes
Number of Zero Tapes to Print: 1
Number of Result Tapes to Print: 1
Print Event Log on Close: No
Transmit Results on Close: No

Configuration Report lists:

- ❖ Voting Device Information
- ❖ Protected Count – record on
Return of Canvass
- ❖ Public Count – record on Return
of Canvass
- ❖ Polling Location – confirm
information for accuracy
- ❖ Fold neatly & Place in Red Data
Bag

** Time shown is an example only*

SAMPLE ZERO REPORT (Opening Tape)

Zero Report lists:

- ❖ Time Machine was opened*
- ❖ Public Count – should be the same as listed on Configuration Report
- ❖ Itemized list of Offices
- ❖ List of candidates in Party Order
- ❖ '0' ballots cast by each candidate
- ❖ Signature lines for all Inspectors of ED to sign
- ❖ Fold neatly & Place in Red Data Bag

*Time shown is an example only

9:47 AM September 17, 2010
Unit Serial Number: 0209360988

Acceptance Test Landscape
Acceptance Test Landscape
123 Building 3

Election Date: May 15, 2009
Poll Opened Date: September 17, 201
Poll Opened Time: 9:47 AM
Poll Closed Date: No
Poll Closed Time: No
Public Count: 0

Poll Voting Report

Total Ballots: 0

JUSTICE OF THE SUPREME COURT

Number to Vote For 6

DEM JOHN JJ SULLIVAN 0
DEM JEROME B. MATTHEWS 0
DEM NEAL P. O'DONNELL 0
DEM F. DANA PIERSON 0
DEM MILTON BOOKER 0
DEM MICHAEL J. CASTLE 0
REP W. BROMLEY SQUIRE 0
REP ROBERT W. MURRAY 0
REP GERALD TILLMAN 0
REP SANDRA J. EDWARDS 0
REP GEOFFREY J. CUMMINGS 0
REP JOSEPH A. ALBRIGHT 0
CON W. BROMLEY SQUIRE 0
CON ROBERT W. MURRAY 0
CON GERALD TILLMAN 0
CON SANDRA J. EDWARDS 0
CON GEOFFREY J. CUMMINGS 0
CON JOSEPH A. ALBRIGHT 0
IND W. BROMLEY SQUIRE 0
IND THOMAS J. TOOLEY 0
IND GERALD TILLMAN 0
LIB W. BROMLEY SQUIRE 0
LIB JEROME B. MATTHEWS 0
LIB NEAL P. O'DONNELL 0
LIB F. DANA PIERSON 0
LIB MILTON BOOKER 0
LIB MICHAEL J. CASTLE 0
Write-in 0
Write-in 0
Write-in 0
Write-in 0
Write-in 0
Write-in 0

COUNTY COURT JUDGE

Number to Vote For 1

DEM STEPHEN A. DAVIDSON 0
REP ALFRED C. CRAWFORD 0
CON ALFRED C. CRAWFORD 0
RTL STEPHEN A. DAVIDSON 0
Write-in 0

DISTRICT ATTORNEY

Number to Vote For 1

DEM PATRICK KEVIN HAMMOND 0
REP JAMES A. TOMPKINS 0
CON JAMES A. TOMPKINS 0
IND ROBERT W. RUSSMAN 0
RTL PATRICK KEVIN HAMMOND 0
Write-in 0

COUNTY LEGISLATOR

Number to Vote For 1

Number to Vote For 1
DEM TONY KNIGHT 0
REP LEONARD W. HAMILTON 0
CON LEONARD W. HAMILTON 0
Write-in 0

SUPER-INTENDENT OF HIGHWAYS
Number to Vote For 1
DEM CHRISTOPHER L. CODY 0
Write-in 0

COUNCILPERSON
Number to Vote For 2

DEM MARGARET F. RUTHMAYER 0
DEM RUSSEL S. ATTWELL 0
REP THOMAS E. SHERWOOD 0
REP NANCY HEDGEMAN 0
CON THOMAS E. SHERWOOD 0
CON NANCY HEDGEMAN 0
Write-in 0
Write-in 0

BALLOT PROPOSITION NUMBER (1) ONE

Yes 0
No 0

BALLOT PROPOSAL NUMBER (1) ONE

Yes 0
No 0

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT ALL COUNTERS WERE ZERO (0) WHEN THE
POLLS OPENED AND THAT THE ELECTION IS
BEING HELD IN ACCORDANCE WITH THE LAWS
OF THE STATE.

Election Inspector

Election Inspector

Election Inspector

Election Inspector

123 Building 3

Unit Serial Number: 0209360988

*** END OF REPORT ***

SAMPLE RESULTS TAPE

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*** UNLUT STATUS ACCOUNTING REPORT ***
9:52 AM September 17, 2010
Unit Serial Number: 0209360988

Acceptance Test Landscape
Acceptance Test Landscape
123 Building 3
Election Date: May 15, 2009
Poll Opened Date: September 17, 2010
Poll Opened Time: 9:47 AM
Poll Closed Date: September 17, 2010
Poll Closed Time: 9:51 AM
Public Count: 8

Poll Voting Report
Total Ballots: 8

Master Accounting:
Total Blank: 0
Total Overvote: 2
Total Undervote: 4
Total Ballots: 8

Ballots for Code 00001-01-01 8
123 Building 3
Unit Serial Number: 0209360988

*** END OF REPORT ***

9:52 AM September 17, 2010
Unit Serial Number: 0209360988

Acceptance Test Landscape
Acceptance Test Landscape
123 Building 3
Election Date: May 15, 2009
Poll Opened Date: September 17, 2010
Poll Opened Time: 9:47 AM
Poll Closed Date: September 17, 2010
Poll Closed Time: 9:51 AM
Public Count: 8

Poll Voting Report
Total Ballots: 8

JUSTICE OF THE SUPREME COURT
Number to Vote For 6
DEM JOHN J. SULLIVAN 1
DEM JEROME B. MATTHEWS 1
DEM NEAL P. O'DONNELL 2
DEM F. DANA PIERSON 1
DEM MILTON BOOKER 2
DEM MICHAEL J. CASTLE 2
REP W. BROMLEY SQUIRE 3
REP ROBERT W. MURRAY 5
REP GERALD TILLMAN 5
REP SANDRA J. EDWARDS 5
REP GEOFFREY J. CUMMINGS 5
REP JOSEPH A. ALBRIGHT 3
CON W. BROMLEY SQUIRE 3
CON ROBERT W. MURRAY 0
CON GERALD TILLMAN 0
CON SANDRA J. EDWARDS 1
CON GEOFFREY J. CUMMINGS 0
CON JOSEPH A. ALBRIGHT 1
IND W. BROMLEY SQUIRE 0
IND THOMAS J. TOOLEY 0
IND GERALD TILLMAN 1
LIB W. BROMLEY SQUIRE 0
LIB JEROME B. MATTHEWS 0
LIB NEAL P. O'DONNELL 0
LIB F. DANA PIERSON 0
LIB MILTON BOOKER 0
LIB MICHAEL J. CASTLE 0
Write-in 0
Write-in 0
Write-in 0
Write-in 0
Write-in 0
Write-in 0

COUNTY COURT JUDGE
Number to Vote For 1
DEM STEPHEN A. DAVIDSON 2
REP ALFRED C. CRAWFORD 5
CON ALFRED C. CRAWFORD 1
RTL STEPHEN A. DAVIDSON 0
Write-in 0

DISTRICT ATTORNEY
Number to Vote For 1
DEM PATRICK KEVIN HAMMOND 4
REP JAMES A. TOMPKINS 3
CON JAMES A. TOMPKINS 0
IND ROBERT W. RUSSMAN 0
RTL PATRICK KEVIN HAMMOND 0
Write-in 1

COUNTY LEGISLATOR
Number to Vote For 1

```

- ❖ Opening & Closing Time of Poll
- ❖ Public Count – record on Return of Canvass
- ❖ Total Number of Ballots cast – record on Return of Canvass
- ❖ Offices and Candidate Results read out loud each of the results
- ❖ 'Signature lines for all Inspectors of ED to sign
- ❖ Fold neatly & Place in Red Data Bag

* Time shown is an example only

GLOSSARY

Absentee Ballot

Paper ballot permitting qualified voter to vote in a general, primary or special election if they are absent from the county on election day; confined by illness or disability or confined by court action for other than a felony conviction.

Affidavit Ballot

Paper ballot used for previously registered voter whose name is missing from Poll Book. Voter who has moved WITHIN the county and has not reregistered or, in a primary election, for a voter claiming enrollment in a party other than that listed in the Poll Book. Used with the Affidavit Envelope.

Bipartisan

One inspector from each political party represented at the polls, i.e. one representing the Republican Party and one representing the Democratic Party.

Board of Inspectors

All inspectors assigned to an individual Election District.

Canvass

The tally of all votes (paper ballots and voting machine) at the close of the polls.

Certification

Inspectors will be certified every year.

Chairperson

Appointed annually.

Court Order

Written instructions, issued by a Judge assigned to hear cases on Election Day.

Challenges

A voter's qualifications can be challenged at the polling site by an Inspector, a Poll Watcher, or any registered voter who is properly voting at that polling site.

Custodian/Technician

Board of Elections personnel assigned to a particular area on Election Day. Available to service voting machines and, together with Police Department personnel, assist Inspectors at polls.

Designated Area

Area within Election District, at polls, containing the voting machine and Inspector's table.

Double Votes

A message on scanner when more than one oval for a candidate that is running on more than one Party line

Election District

Individual table within the Polling Place designating location for voting. Determined by geographic area.

Electioneering

Attempting to influence voters by word or action.

Emergency Ballot

Ballot cast through the Emergency Bin ONLY WHEN VOTING MACHINE is not operable.

Fled Ballot

A ballot abandoned in the polling location. Must be returned to the ED from which it came to be SPOILED.

Inactive List

Lists voters who we have reason to believe have moved. .

Inspectors Remarks

To report information that was obtained on day of election, i.e. voter deceased, moved, etc.

Oath of Office

To be completed by Inspectors: Names and addresses of permanent and temporary Inspectors.

Organization of Board of Inspectors

To be completed on Election Day for permanent Inspectors only.

Over Vote

The DS200 Scanner found that the voter marked/selected more candidates than permissible.

Poll Ledger Book

Book containing the names, addresses, etc. for all registered voters in an Election District who are eligible to participate in election.

Poll Watcher

Individual appointed by a political party or individual candidate who appears on the ballot, to observe a particular election district on Election Day; must present a completed Watcher's Certificate to the Board of Inspectors.

Polling Place

Building where voting takes place. It may contain one or more Election Districts.

Propositions

Propositions, if any, are listed on the back of the ballot.

Protective Counter

Number of times a Voting Machine has been voted on since it has been placed in service.

Public Counter

Number of times a Voting Machine has been voted on in the current election.

Return of Canvass

This form is to be completed by Inspectors at the beginning and end of the day. Used to record public and protective counter numbers and seal numbers. SPOILED, AFFIDAVIT, and UN-SCANNED Ballots; totals are tallied on this return.

Seals

Sticker tapes, tabs and strap seals placed by the Board of Elections on the DS200, Blue Tote Bin, Security Bags and AutoMARK.

Seminar

Training session for Election Inspectors.

Spoiled Ballot

A ballot that cannot be cast because of errors, the voter changing their mind, extra marks were on the ballot or the ballot was abandoned.

Voter Intent

Voter's right of choice...what would the voter do?

Write-In Vote

Permits the voter to cast a vote for anyone not listed on the Ballot.

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