



Poll Coordinator Reference Guide

POLLING PLACE
(CENTRO DE VOTACIÓN)

**NO LOITERING OR
ELECTIONEERING**
(SE PROHIBE DISCURSO POLÍTICO)

--- WITHIN ---

100 FEET OF ENTRANCE TO THIS BUILDING
(ENTRE 100 PIES DE LA ENTRADA DE ESTE EDIFICIO)

www.nassauvotes.com

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COMMISSIONERS OF ELECTIONS

POLL COORDINATOR REFERENCE GUIDE

Nassau County Board of Elections Information for Elections Poll Coordinators

This information is designed for Election Poll Coordinators entrusted with assisting and maintaining Polling Locations during Primary, Special and General Elections.

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

A Message for Poll Coordinators

As a Poll Coordinator, you play an essential part in the process that enables ALL 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 a Poll Coordinator 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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Election Day Overview

Polls Open at 6 a.m. and Close at 9 p.m.

Poll Coordinators, Chairpersons and Inspectors arrive at 5:15 a.m. to set up. If the building is locked when you arrive, immediately call the Board of Elections at 571-1522.

Each Polling Location contains Election Districts; these Election Districts are represented by 4-Inspectors, one of whom is a Chair person. However, there are only 2-Poll Coordinators for each Polling Location.

Chairpersons bring their respective suitcases to the poll site. The suitcases contain supplies needed for the day's set up.



- The Chair person sets up the DS200 Scanner for their Election District.

- Inspectors and Chairs set up the Election District table for voters.



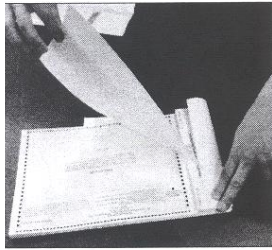
- Poll Coordinators set up the Privacy Booths, the Auto**MARK** Ballot Marker, Handicap Table and Polling Place signs.

Doors Open for voting at 6:00 a.m.

Voters

Voters, upon entering the polling location, have to go to their Election District table, which is clearly designated with signs placed by the Inspectors, to get their ballots.

Poll Coordinators greet and help direct voters to the correct Election District Table.



- Voters sign the Poll Ledger book by their names and are given ballots from the numbered Ballot pads.



- Ballots are placed in privacy sleeves. Each Election District will have 10-privacy sleeves for distribution.

Voters will be directed to privacy booths to mark their ballots.

Once the voters are satisfied with their selections, they return to the DS200 by their Election District Table to cast their Ballots.

Privacy Sleeves are returned to the Inspectors' tables after the ballots are scanned into the DS200.

9:00pm – Polls Close

After the last voter leaves the building:

Inspectors and Chairs close down the DS200, complete the Return of Canvass and gather all their supplies before leaving,

Coordinators close down the Auto**MARK**, complete the Return of Canvass and gather all their supplies before leaving.

Chairs take Red Data Bag to Coordinator to show data stick before leaving for the Police Precinct. Inspectors leave with the chairperson.

Coordinators are the last to leave the Polling Location

Chapter

2

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.

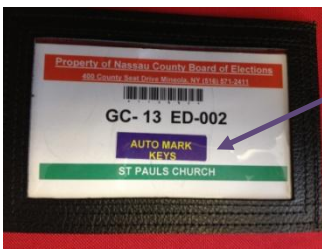
Chairperson's Responsibilities

The Chairperson is in charge of their Election District

The Chairperson and her team of Inspectors have specific responsibilities to the polling location, Board of Elections and of course, the voter. These responsibilities include:

- Setting up their Election District table: Ballot pads, poll books, Security Bags, pens etc.
- Setting up the DS200 Voting machine
- Placing E.D. & Street signs at their tables (*giving 1-copy of the street list to the Poll Coordinator*) for voters to see
- Directing voters to the Privacy booths to mark their ballots.
- Replacing ballots if needed.
- (Bi-partisan) scanning of ballots when necessary
- Supervising the translator if one is assigned.
- Calling BOE for any missing Inspectors; setting up breaks.
- Calling BOE when machine problems occur.
- Sitting in for any Poll Coordinators until a replacement arrives if needed.
- Maintaining the payroll for the table.
- Showing Poll Coordinator the Data Stick in the Red Bag before leaving the Polling Location.
- Returning supplies to the Police Precinct.

Checking Supplies



Look for the Chairperson that has a Purple Sticker on their Red Data Bag

The Chairperson, who has a purple sticker on their Red Data Bag, has the key to the Auto**MARK** cart to access Poll Coordinator Bag of supplies needed on Election Day. That chairperson will also have your payroll.

Contents of the Auto**MARK** Cart:



- The Auto**MARK** cart doors (front and rear) will be locked. Using the barrel key, open the back door of the Auto**MARK** to find:



- Accessories such as head phones, ear covers for head phones, rubber gloves, rocker paddles, sip & puff equipment and straws;
- There will also be an extension cord in the bottom compartment.

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On the sides of the Auto**MARK**, there will be a large binder containing the county-wide street list and the Poll Coordinator's Bag.



In addition, you will find a folding table for voters in wheel chairs who do not need the Auto**MARK** BMD, but cannot use the Privacy Booth



The Poll Coordinator Bag will contain:

A Folder with additional supplies and instructions as well as:



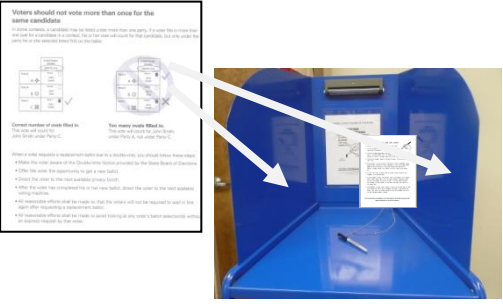

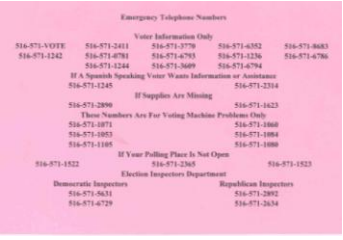


- **2-Handicap signs** to be placed outside the polling location indicating where there is handicap access as well as handicap parking.

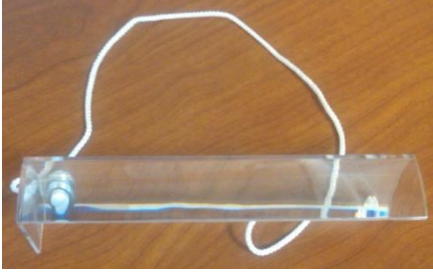
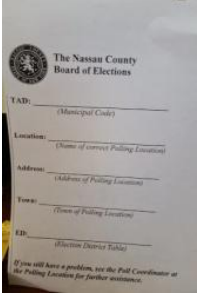

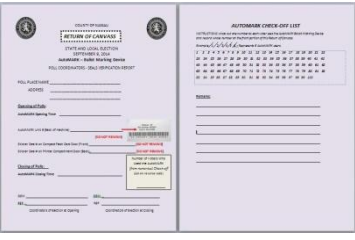

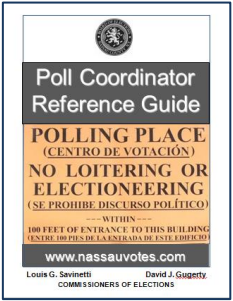



- **Voter's Bill of Rights** – placed at eye level on a wall where voters can see and read the notice

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 <p>DISTANCE MARKER (MARCA DE DISTANCIA) POLLING PLACE (CENTRO DE VOTACIÓN) 100 FEET TO ENTRANCE OF BUILDING (100 PIES DE LA ENTRADA AL EDIFICIO) <small>(Place This Marker At A Distance of 100 Feet From The Entrance to Polling Location)</small></p>	<ul style="list-style-type: none"> ● Distance Marker – placed with 100-feet of the Polling location; affixed to wall, fence or in the absence thereof, a chair
 <p>POLLING PLACE (CENTRO DE VOTACIÓN) NO LOITERING OR ELECTIONEERING (SE PROHIBE DISCURSO POLÍTICO) --- WITHIN --- 100 FEET OF ENTRANCE TO THIS BUILDING (ENTRE 100 PIES DE LA ENTRADA DE ESTE EDIFICIO)</p>	<ul style="list-style-type: none"> ● Polling Place – placed outside the Polling location, close to the door where voters would enter.
 <p>Signs placed inside the privacy booth, one on each side.</p>	<ul style="list-style-type: none"> ● 2-Double Vote Signs – to be placed inside the privacy booth; one on each side
 <p>New York State Voter Registration Form</p>	<ul style="list-style-type: none"> ● Registration Forms
 <p>Emergency Telephone Numbers</p> <p>Voter Information Only</p> <p>516-871-VOTE 516-871-2411 516-871-3779 516-871-4752 516-871-8683 516-871-1242 516-871-4788 516-871-4793 516-871-1236 516-871-4786 516-871-1244 516-871-3409 516-871-4784 If A Spanish Speaking Voter Wants Information or Assistance 516-871-1245 516-871-2314</p> <p>If Supplies Are Missing</p> <p>516-871-2896 516-871-1623 These Numbers Are For Voting Machine Problems Only 516-871-1873 516-871-1860 516-871-1873 516-871-1860 516-871-1895 516-871-1896</p> <p>If Your Polling Place Is Not Open</p> <p>516-871-8522 516-871-2345 516-871-1523</p> <p>Election Inspectors Department</p> <p>Democratic Inspectors 516-871-2633 516-871-4729 Republican Inspectors 516-871-2852 516-871-2634</p>	<ul style="list-style-type: none"> ● Phone Contact Card

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	<ul style="list-style-type: none"> ● Magnifiers with Cords
	<ul style="list-style-type: none"> ● Polling Location Pad
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>OATH</p> </div> <div style="text-align: center;">  <p>RETURN OF CANVASS</p> </div> </div>	<ul style="list-style-type: none"> ● Oath of Office (attached to) ● Return of Canvass for AutoMARK (see page 18)
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Opening & Closing Handbook</p> </div> <div style="text-align: center;">  <p>Poll Coordinator Reference Guide</p> </div> </div>	<ul style="list-style-type: none"> ● Opening & Closing Handbook; ● Poll Coordinator's Reference Guide
	<ul style="list-style-type: none"> ● AutoMARK Machine Gold Key

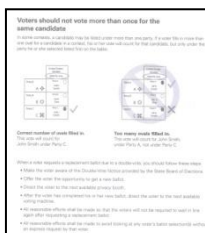
Pens, Name tags, Ruler

Setting Up Your Polling Place

The blue privacy booths will be nestled together for you to pull apart and place. There will be one privacy booth for every 250 voters in each election district in your Polling location. Please position the privacy booths for the voters in your polling place. . Once the booths are positioned, lock down the wheels to prevent them from rolling. Please make sure that voters will have their privacy when using the booths.



Each Privacy Booth contains a:



- Pen and light attached to the booth
- Bolt & ring for magnifier

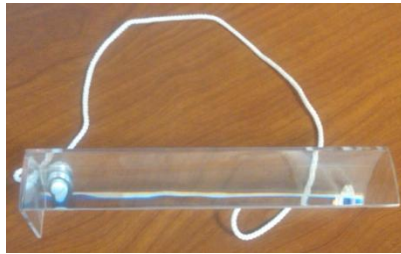
Attach the 'Double -Vote Notice' to the sides of the Privacy Booth; 1-side in English the other side in Spanish

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- Poster instructing the voter how to mark a ballot

Magnifiers:

Please install the magnifier in the booth by sliding the **d-ring** on the cord onto the **key ring** attached to the booth above the pen. At the end of the evening, when closing the polls, return the magnifiers to your Poll Coordinator Bag



Placing Signs

Place **DISTANCE MARKER** sign 100 feet from the entrance to your polling place.



Place the Handicap Access Sign where voters can easily see where to park and enter the Polling location



Place **POLLING PLACE** sign (NO ELECTIONEERING SIGN) on the front door of your location making sure that it is clearly visible from the nearest roadway.



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Place the Voters' Bill of Rights at eye-level for voters near your table.



Set up the AutoMARK (BMD):

Refer to Open-Close Guide

The Auto**MARK**, like the privacy booths should be positioned where the voter will have the privacy needed to have their ballots marked. Please position the cart that not only provides privacy, but also provides enough room for a voter who may need to access it with a wheelchair. Once positioned, lock the wheels.



Refer to the set-up instructions in your “**Opening & Closing Handbook**”



Set up the Handicap Access table (according to instructions provided in the Purple Poll Coordinator Bag) near the regular privacy booths. This table is provided for those voters in a wheel chair or who cannot otherwise use the regular privacy booth to mark their ballot

Place your countywide street list and Polling Location Pads on a table. Place your table as close to the entrance to the Polling Location as possible so that you can greet voters as they come in.

Documents

Return of Canvass (see sample on page 18-19).

On the Return of Canvass, record the:

- Polling Place information & time the Auto**MARK** was opened.
- Auto**MARK** unit number (found on back of machine on white label).



- Sticker Seal # on the Compact Flash Card Door on the Front



- Sticker Seal # on Printer Compartment Door in the Back



- Both Poll Coordinators must sign the Return of Canvass Reports

FRONT



COUNTY OF NASSAU

RETURN OF CANVASS



SAMPLE

AutoMARK – Ballot Marking Device

POLL COORDINATORS - SEALS VERIFICATION REPORT

POLL PLACE NAME _____

ADDRESS _____

Opening of Polls:

AutoMARK Opening Time _____

AutoMARK Unit # (Back of machine) _____

(DO NOT REMOVE)

Sticker Seal# on Compact Flash Card Door (Front) _____ (DO NOT REMOVE)

Sticker Seal# on Printer Compartment Door (Back) _____ (DO NOT REMOVE)



Closing of Polls:

AutoMARK Closing Time _____

Number of Voters Who
Used the AutoMARK
(from numerical Check-off
List on reverse side)

DEM _____

REP _____

Coordinators of Election at Opening

DEM _____

REP _____

Coordinators of Election at Closing

BACK

SAMPLE

AUTOMARK CHECK-OFF LIST

INSTRUCTIONS: cross out one number as each voter uses the AutoMARK Ballot Marking Device and record whole number on the front portion of this Return of Canvass.

Example: ~~1~~/~~2~~/~~3~~/~~4~~/~~5~~ ~~6~~... Represents 6 AutoMARK users.

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				

Remarks:

OATH OF OFFICE

SAMPLE

All Coordinators 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 POLL COORDINATOR and/or TRANSLATOR in the County of Nassau to the best of my ability."

POLL COORDINATORS/TRANSLATOR

Poll Place Name:

Address:

Fill out all information for each Coordinator and Translator

DEM Name _____ (print name here)
Signature _____
Address _____
Phone# _____ Cell# _____

REP Name _____ (print name here)
Signature _____
Address _____
Phone# _____ Cell# _____

TRANSLATOR (if one is assigned to the Polling Place)

Name _____ (print name here)
Signature _____
Address _____
Phone# _____ Cell# _____

Oath of Office must be completed by the Poll Coordinators and returned with the completed (& signed) Return of Canvass in the Purple Bag upon closing of the polls.

Countywide Street Finder

Upon entering the Polling location a voter may ask you which table he or she should go to vote or a voter may be referred to you by a Chair person, if their name cannot be found in the Poll Ledger Book.

The Chairperson from each Election District at the Polling Location will give you a copy of their Election District's Street list to supplement the Countywide Street list found in the AutoMARK cart.

A voter may believe they are in the correct Polling Location, or they may have recently moved and are unsure of where they go to vote.

As a Poll Coordinator, you can assist them by looking up their address on the street lists provided to you by the chair persons or in the countywide street finder book provided.

Nassau County Street Index by Town / City for General Election 2012

TOWN / CITY: ALBERTSON

STREET NAME	LOW RANGE	HIGH RANGE	ODD EVEN	T/AD/ED	S
ALBERTSON AVE.	0	1	Both	416103	HERRICKS SR HIGH SCHOOL / 100 SHELTER ROCK RD
ALBERTSON AVE.	34	108	Even	416096	MEADOW DRIVE SCHOOL / 25 MEADOW DR
ALBERTSON AVE.	127	127	Odd	416096	MEADOW DRIVE SCHOOL / 25 MEADOW DR
ALBERTSON PKY.	16	148	Both	416108	SEARINGTOWN SCHOOL / 106 BEVERLY DR
AMHERST RD.	6	92	Both	416085	WILLET ROAD SCHOOL / 455 I U WILLETS RD
ARGYLE RD.	6	81	Both	416085	WILLET ROAD SCHOOL / 455 I U WILLETS RD
ARLEIGH DR.	11	145	Both	416108	SEARINGTOWN SCHOOL / 106 BEVERLY DR
ASHFORD PL.	9	14	Both	419030	ALBERTSON H & L COMPANY / 100 I. U. WILLETS RD
ASHLEY CT.	2	8	Even	416108	SEARINGTOWN SCHOOL / 106 BEVERLY DR
BAGLEY AVE.	9	30	Both	419030	ALBERTSON H & L COMPANY / 100 I. U. WILLETS RD
BARRY PARK CT.	1	45	Both	416103	HERRICKS SR HIGH SCHOOL / 100 SHELTER ROCK RD
BERRY PL.	5	41	Both	416096	MEADOW DRIVE SCHOOL / 25 MEADOW DR
BETHEL RD.	73	147	Both	419030	ALBERTSON H & L COMPANY / 100 I. U. WILLETS RD
BEVERLY DR.	18	100	Both	416108	SEARINGTOWN SCHOOL / 106 BEVERLY DR
BIRCH HILL.	0	999999	Both	416101	SEARINGTOWN SCHOOL / 106 BEVERLY DR
BRANTON PL.	0	999999	Both	416096	MEADOW DRIVE SCHOOL / 25 MEADOW DR
CAMPBELL PKY.	0	999999	Both	416085	WILLET ROAD SCHOOL / 455 I U WILLETS RD
CHAFEE AVE.	1	37	Odd	416108	SEARINGTOWN SCHOOL / 106 BEVERLY DR

Reading the Street List

The countywide street list is in alphabetical order by TOWN/ZIP name. It contains 7-columns.

The Columns are:

- #1 Street Name
- #2 – Street Name
- #3 - Low Range – beginning house numbers
- #4 – High Range – ending house numbers
- #5 – refers to **Odd** or **Even** house numbers or **Both**
- #6 – T/AD/ED – the correct Election District for that address
- #7 - Polling Location/Address for that Election District

When a voter approaches you for direction, ask for their current address.

Begin by searching the street lists provided to you by the chairpersons first. If they do not reside on any of those streets, refer to the Countywide Street List (*use a ruler as a placeholder if that's helpful*):

- Pull up the town first
- Ask for Street name – column #1
- House number for the street address – column #2 & 3
- Check to see if house number is an even or odd number – column #4
- Note the correct T/AD/ED –#5; send them to the correct table if it's in your polling location, if not
- They will need to go to the correct Polling Location to vote.

Found it!

With the information searched and found, you can advise the voter of the correct polling location and polling location address – column #7

From your supplies, pull out the Polling Location Pad. Complete the form for the voter indicating the:

TAD – Town and Assembly District – can be found in column #6

Location/Address: Name of their correct Polling Location & address #7

Address: Address of the correct Polling Location

The Election District number is very important;
it tells the voter to which table they go.

Advise the voter to present the paper with this information to the Poll Coordinators at that location so that they can further assist the voter.

Chapter

6

AutoMARK Voters

Chairperson Will Notify You of a Voter

All voters, including voters who wish to use the Auto**MARK** BMD, follow the same voting procedures. These procedures include:

- Voter's name is searched in the poll ledger book.
- Voter must sign the ledger book alongside name.
- Voter is given a ballot from the numbered Ballot Pad.
- The Ballot number will be recorded under the Public Counter number in the Poll Ledger Book.
- The Inspector will place the ballot in the Privacy Sleeve.
- You will be notified by a Chair person or Inspector that you have an Auto**MARK** voter.

Please escort the voter to the Auto**MARK** and make them comfortable. Instruct them on the use of the Auto**MARK**.



How does it work?

- 1** Insert your paper ballot into the AutoMARK.
- 2** Your ballot will appear on the touch screen.
- 3** If you would like the ballot read to you, plug in and put on the headphones.
- 4** Touch the screen or use the keypad to move through the ballot and select your choices.
- 5** You may use your own personal A/B - style switch to access the AutoMARK.
- 6** Verify your selections and press "Mark Ballot". The AutoMARK will mark and return your ballot.
- 7** Remove your ballot and place it in the ballot box.

There are multiple ways a voter can use the AutoMARK:

- ✓ *Directly on the Touch Screen*
- ✓ *Audio Headphones*
- ✓ *Key pad (includes Braille)*
- ✓ *Rocker Paddle device*
- ✓ *Sip-N-Puff Device*

Chapter

7

Every Voter Counts

*Who Can Vote on the Auto**MARK**?*

Any voter wishing to have his/her ballot marked by the Auto**MARK** BMD, is entitled to use the equipment. The Auto**MARK** voter has all the rights afforded to all voters in that once that ballot is printed and the voter changes his/her mind, that ballot can be returned to the ED table for replacement.

What the AutoMARK** does.**

The Auto**MARK** assists voters in marking their ballots independently and privately. **It does not keep a record of voters.** It is a paper-based electronic marker for those who are unable to mark their own ballots.

Please note: Once the ballot is marked by the Auto**MARK**, the ballot still has to be inserted into the DS200 Scanner for the votes to be counted.

How Does it Work?

When a ballot is inserted into the Auto**MARK** an electronic version appears on the screen. The pictures of the ballot contest can be:

- Enlarged for easier reading.
- Displayed in reverse contrast (white letters on a black background).
- Turned off if the voter chooses to access the ballot solely using the provided headphones and key pad.

The Audio description of the ballot can be used in place of, or in conjunction with the visual version on the screen.



Additionally ancillary equipment for the Auto**MARK** is a sip and puff device (*voters may use their own, if they have it*) and rocker paddles.

The Auto**MARK** is programmed in dual language (Spanish) for non-English speaking voters.

AutoMARK Alerts:

The Auto**MARK** will alert voters of under votes and won't allow for over votes. This feature allows the voter to make changes before the ballot is marked and printed.

Auto**MARK** voters are provided a summary of their selections. When the voter selects "MARK BALLOT" appropriate ovals on the ballot are marked according to the choices made.

The ballot, after printing, is ejected from the machine. The ballot should be put back into the privacy sleeve.

Please escort the voter back to the Election District table where he/she signed in so that he/she can insert the ballot into the scanner for tabulation.

Please check off a number on the Numerical Check-off list for every voter that used the AutoMARK on your Return of Canvass.

Please Note: If the voter, after marking and printing the ballot, changes his/her mind, that ballot must be returned to the Election District to be marked SPOILED. Only upon its return can a new ballot be issued.

The AutoMARK is not a voting machine. If a voter decides not to complete marking the ballot on the AutoMARK, the ballot must be handled as a SPOILED Ballot ONLY if there are marks on the ballot.

Non-disabled voters may also use the AutoMARK if they so desire.

THE DS200 SCANNER

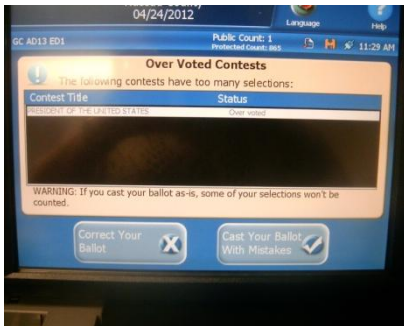
The DS200 is a scanner and a tabulator. All voters, including Auto**MARK** voters will place their ballot into the appropriate DS200 Scanner to cast their votes.



- The DS200 recognizes ballots that are “blank”, “under voted”, “over voted” or both, as well as double-voted (when a candidate is listed on more than one party line).
- It will give the voter the option of returning the ballot for correction or replacement.
- It will also give the voter the option of casting the ballot as-is resulting in those contests not being counted in the final tabulation.
- When the voting is complete, it will thank the voter and notify them that their votes have been counted.

DS200 MESSAGES APPEAR ON THE SCREEN

Voters casting their ballots may not have completely filled out their ballots, or have completed them incorrectly. In that event, they may see messages displayed on the scanner's screen.



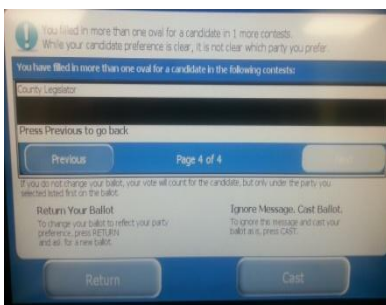
- **OVER VOTED CONTESTS** - This message indicates that the voter voted for more candidates than allowed:

- 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.

- 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 follow procedures for **SPOILED** ballots;
- The voter would get a new ballot and the process begins anew.

If the voter did not want to correct their 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.

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.

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:

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.

DS200 Malfunction

In the event the DS200 malfunctions and the Chair person is unable to remedy the situation, they will notify the Board of Elections of the problem.

Voting NEVER stops!

Voters can use the Emergency Bin to cast their ballots during the breakdown.

Chapter

9

SPOILED BALLOTS – FLED BALLOTS

Monitoring the Polling Location

Throughout the day, please walk around the polling location. If you see a voter needing assistance, do your best to help. If you see a voter, ripping up a ballot, ask them to return it to their Election District instead. It is important that every voter can exercise their constitutional right to vote.

PLEASE DO NOT ALLOW ANY VOTER TO LEAVE THE PREMISES WITH A BALLOT, EVEN IF IT IS BLANK. Once they leave, their voting period has ended.

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**, and a replacement ballot can be issued by the Election District that issued the original ballot.

PLEASE NOTE: By law there is a maximum of three (3) ballots per voter. Ballots can only be replaced when the original is returned.

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**.'

Locate the T/AD/ED on the Ballot on the bottom right of the ballot and return it to that Election District (ED). The Inspectors of the ED will follow procedures for handling SPOILED ballots.

If however, a ballot is found near, on top or in the DS200, then that ballot can be scanned into the DS200 by a bipartisan team of that ballot's Election District. Should a voter give you their ballot to cast, you will have to bring the ballot to the correct ED table for a bipartisan team to scan it.

CLOSING THE POLLS

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

After the poll closes at 9pm and the last voter has left the building, close down the AutoMARK BMD.

When closing the AutoMARK, follow the steps in the ‘Opening-Closing’ Handbook:



Return of Canvass:

On the Return of Canvass (see *sample on page 19*), complete the bottom portion. Indicate the time you shut down the Auto**MARK**.

**Both Coordinators sign the Return of Canvass on closing
(as well as othe opening).**

Collect all the Privacy Booths and nestle them together for pick up

NOTE: The Automark key is placed in the Purple Coordinator's Bag, but the Auto**MARK** cart key is returned to the same chairperson from whom you got the key in the morning.

Remember payroll is with the Chairperson (who had the AutoMARK** Cart Key)...please be sure to sign it.**

Lastly, please wait (and assist, if needed) for all the Inspectors in your Polling location to leave.

REMEMBER: Poll Coordinators are the last to leave.

Each chairperson is to show you their **RED** Data Bag with a flash drive in the front flap of the bag before leaving the Polling Location.



Thank you for a job well done!

POLL COORDINATOR REFERENCE GUIDE