



ELECTION JUDGES' MANUAL

EARLY VOTING SUPPLEMENT

2012



Howard County

Board of Elections

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REVISED 1/10/12

Election Judges' Manual Early Voting Supplement

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*Election
Judges'
Manual*

*Early Voting
Supplement*

Early Voting

Introduction

In 2012, Maryland voters have the opportunity to vote in early voting centers during the early voting period prior to election day.

The Election Judges' Manual provides detailed information about processes, procedures, and policies that election judges are to follow during election day. This document serves as a supplement to the Election Judges' Manual and generally follows the structure of the Election Judges' Manual.

With some notable exceptions, policies and procedures contained in the Election Judges' Manual are to be followed during early voting. This supplement specifies those procedures that are changed during early voting.

NOTE: The terms "precinct" in the Election Judges' Manual and "early voting center" in this supplement are used interchangeably.

Chapter 1: Information for All Election Judges

Election Dates & Voting Hours

Presidential Primary:

Early Voting: Saturday, March 24 through Thursday, March 29, 2012. Weekdays and Saturday, polls will open at 10:00 a.m. and close at 8:00 p.m. Sunday, polls will open at 12:00 p.m. and close at 6:00 p.m.

Presidential General:

Early Voting: Saturday, October 27 through Thursday, November 1, 2012. Weekdays and Saturday, polls will open at 10:00 a.m. and close at 8:00 p.m. Sunday, polls will open at 12:00 p.m. and close at 6:00 p.m.

Closing Time for the Polls

No changes for Early Voting. Refer to page 1.2 of the Election Judges' Manual.

Important Contact Information


No changes for Early Voting. Refer to page 1.3 of the Election Judges' Manual.

Your Contact Information

No changes for Early Voting. Refer to page 1.3 of the Election Judges' Manual.

Qualifications for Election Judges

No changes for Early Voting. Refer to pages 1.3 – 1.4 of the Election Judges' Manual.

 Keep your contact information current with your local board of elections.

Mandatory Training Class

No changes for Early Voting. Refer to page 1.4 of the Election Judges' Manual.

Attendance and Vacancies

No changes for Early Voting. Refer to page 1.4 of the Election Judges' Manual.

Compensation

Chief Judges - \$175/day of service
Check-In Judges - \$125/day of service
Voting Unit Judges - \$125/day of service
Provisional Judges - \$125/day of service

Training for all judge types - \$20

Election judges will only receive training compensation for working early voting. Compensation for training and early voting work performed will be paid 8-10 weeks after an election.

See Election Judges' Manual page 1.5 for tax and withholding information.

Election Judge Oath & Rules of Security Behavior

No changes for Early Voting. Refer to page 1.6 of the Election Judges' Manual.

Election Judges' Responsibilities

No changes for Early Voting. Refer to page 1.6 of the Election Judges' Manual.

General Rules for All Election Judges

No changes for Early Voting. Refer to page 1.7 of the Election Judges' Manual.

Types of Election Judges

No changes for Early Voting. Refer to page 1.8 of the Election Judges' Manual.

Term of Office

No changes for Early Voting. Refer to page 1.8 of the Election Judges' Manual.

Removal of an Election Judge

No changes for Early Voting. Refer to page 1.9 of the Election Judges' Manual.

Election Judges' Voting

No changes for Early Voting. Refer to page 1.9 of the Election Judges' Manual.

Polling Place Signs

No changes for Early Voting. Refer to pages 1.9 – 1.10 of the Election Judges' Manual.

Chapter 2: Security Rules and Awareness

Security Rules For All Types Of Election Judges

No changes for Early Voting. Refer to Chapter 2 of the Election Judges' Manual.

Equipment and Facility Security

There is one change for Early Voting. At the end of each evening of early voting, except for the last night, the Chief Judges at each Early Voting Site will be required to fill out a *Polling Place Integrity Report*. We will be using large pieces of tamper tape to make sure that no one has entered through any of the doors at our polling places overnight. You will place a piece of tamper tape on each door that enters the polling place, and record the serial number from the tape on the Polling Place Integrity Report.

In the morning, on Days 2-6 of Early Voting, the pieces of tamper tape on each door will be verified and peeled off the door's of active entry/exit and placed on the back of the Polling Place Integrity Report.

Chain of Custody

It is important to ensure the security of all voting materials. If called upon to do so, it is essential that you follow the chain of custody. All reports and documentation must be completed and signed appropriately.

Chief Judges at each Early Voting center are duly responsible for the security of the memory cards in the voting units. Memory cards are in the voting units at the time of delivery to the polling places and remain in the voting units throughout Early Voting. When the polls close, follow the procedures in this supplement.

Local board of elections staff will be on hand to assist with opening and closing the polls each Early Voting day. On the last day of Early Voting, local board of elections staff will direct poll workers with the closing of the polls and packing supplies and equipment. The local board of elections staff is responsible for returning all supplies and equipment to the local board of elections' office.

Integrity of the Election Process

No changes for Early Voting. Refer to page 2.5 of the Election Judges' Manual.

Chapter 3: Voter Assistance and Cross-Cultural Communication

No changes for Early Voting. Refer to Chapter 3 of the Election Judges' Manual.

Chapter 4: People and Activities in the Polling Place

No changes for Early Voting. Refer to Chapter 4 of the Election Judges' Manual.

Chapter 5: Responsibilities of Chief Judges

General Information

No changes for Early Voting. Refer to Chapter 5 of the Election Judges' Manual.

Election Day Preparation

For Early Voting, the Election Office will be setting the three Early Voting Sites up the night before the start of Early Voting. There will not be a pre-election meeting for judges that work Early Voting.

General Responsibilities of Chief Judges

No changes for Early Voting. Refer to pages 5.3 – 5.4 of the Election Judges' Manual.

Election Set-up Responsibilities

There are no changes to this section for Early Voting. Refer to pages 5.4 – 5.5 of the Election Judges' Manual.

Note: Zero Reports from the voting units are only printed on Day 1 of early voting. The Zero Reports are to be posted and remain posted for the duration of Early Voting.

Post voter turnout and notify the local board of elections according to instructions below in the section "During Voting Hours".

Absent Election Judges

No changes for Early Voting. Refer to pages 5.7-5.8 of the Election Judges' Manual.

During Voting Hours

No changes for Early Voting. Refer to the Election Judges' Manual.

Post voter turnout (*Voter Counts Report* from the electronic pollbook) and notify the local board of elections at 410-313-5820 at **1:00 PM** and **5:00 PM** to provide voter turnout statistics to the election office (Notification of statistics on Sunday of Early Voting will be at 2:00 PM and 4:00 PM). This process is now done directly through a report from the poll books. Please refer to pages 8.44 - 8.45 in the Election Judges' Manual for instructions. This statistical report must be printed and posted for public viewing. Also, post voter turnout at the end of each Early Voting day.

Reissuing Voter Access Cards or Touchscreen Ballots

No changes for Early Voting. Refer to page 5.9 of the Election Judges' Manual.

Closing the Polls

After the last person in line has voted, chief judges will instruct their team of election judges as follows:


1. Tell the check-in judges to:

1. Print the *Ballot Counts Report* and **two copies** of the *Voter Counts Report*. **Note:** Post a copy of the *Voter Counts Report* at the end of each Early Voting day.
2. Attach the Ballot Counts Report and one copy of the Voter Counts Report to the *Electronic Pollbook Integrity Report*.
3. Complete and sign the *Electronic Pollbook Integrity Report*.
4. Close the polls, and archive the electronic pollbooks (see chapter 8 of this supplement for detailed instructions).
2. Post the voter turnout (the second copy of the Voter Counts Report printed from the electronic pollbook).
3. Tell the voting unit judges to complete the *Voting System Integrity Report* for the appropriate day. Get the numbers from the bottom of the touchscreen and the count of number of voter authority cards.
4. Insert the supervisor card and enter the password.

IMPORTANT: DO NOT END THE ELECTION ON THE VOTING UNITS.

5. Tap the “Shutdown” button on the touchscreen. Press “Yes” when asked “Are you sure you want to shutdown the voting terminal?”
6. A message will appear that says, “System shutdown OK to turn power off.”
7. Tell the voting unit judges to:
 - A. Remove the tamper tape and unlock the side compartment of the voting unit.
 - B. Press the red power button to turn the voting unit off.
 - C. Lock and put tamper tape on the side compartment.
 - D. Write the new tamper tape number on the *Voting System Integrity Report - Closing*.
 - E. Close the lid of the voting unit.

Notes:

 **Do NOT end the election on the voting units at the end of the Early Voting day.**

Notes:

F. Lock the voting unit. Write the lock number on the *Voting System Integrity Report - Closing*.

8. Sign the *Voting System Integrity Report*.

Note: Local board of elections staff will collect and return the *Voting System Integrity Report (Opening and Closing)* to the local board of elections at the end of each day.

9. Follow the local board of elections' instructions for securing the voting units and all other supplies in the polling place.

10. Refer to chapter 6 of this supplement for instructions for closing procedures for provisional ballot judges.

11. Complete and sign the *Daily Closing Report*.

12. Note any necessary remarks on the *Election Day Log*.

13. Make sure all supplies have been packed correctly and securely.

14. The following forms and reports are to be returned to the local board of elections each night:

Provisional ballot transfer bag (sealed);
Voting System Integrity Report (Opening and Closing);
Electronic Pollbook Integrity Report;
Provisional Ballot Certificate;
Provisional Ballot Tally Sheet;
All signed voter authority cards;
Spoiled ballots;
Election Day Log.
Polling Place Integrity Report

Chapter 6: Responsibilities of Provisional Ballot Judges

Early Voting Center Set-Up


Refer to Chapter 6 of the Election Judges' Manual for instructions for setting up the provisional voting area.

The following supplies will be sent to the Early Voting Center for provisional voting:

- *Provisional Ballot Certificate*;
- Containers with unvoted ballots.
- Container for storing supplies overnight;
- *Provisional Ballot Tally Sheet*;
- Provisional ballot applications (with envelope and instructions);
- Security seals to place on the provisional ballot transfer bag opening after polls close;
- Security seals to secure the unvoted ballots;
- 6 spoiled ballot envelopes;
- 6 envelopes for returning signed voter authority cards to the local board each night;
- Pens for voters to complete applications;
- No. 2 pencils for voters to complete provisional ballots; and

Early Voting Opening Procedures

1. Check the seal(s) on the ballot container(s) is intact. If the seals are broken, alert the local board of elections immediately.
2. Verify that the seals or tamper tape numbers on the container match the numbers on the Provisional Ballot Opening Certificate.
3. Open sealed container with unvoted ballots for provisional voting.
4. Verify that you have the proper number of ballot packages for each ballot style as verified against the list sent by the local board of elections. The ballot style list is attached to the *Provisional Ballot Certificate*.
5. Verify that the provisional ballot transfer bag is locked.
6. Verify the seal number on the provisional ballot transfer bag.
7. Complete and sign the "Opening" section of the *Provisional Ballot Certificate*.

 Notify the chief judges immediately if you have the wrong provisional ballots.

During Early Voting Hours

1. Use a new envelope for the signed provisional voter authority cards and a new envelope for the spoiled provisional ballots for each day.
2. Use the Provisional Ballot Transfer Bag to collect and secure **all** completed provisional ballot applications (voted provisional ballots).
3. Use a new Provisional Ballots Tally Sheet to track the number of voted and spoiled ballots for each day.

Reasons for Issuing Provisional Ballots and Instructions to Voters

No changes for Early Voting. Refer to pages 6.6 – 6.7 of the Election Judges' Manual.

Special Provisional Ballot Application Procedures for Early Voting

Scenario 1: “IN-COUNTY VOTERS” Voter resides in, and is registered in the county where he or she is attempting to vote. Voter is found in the county register.

- The voter’s address is correct but must vote a provisional ballot for another reason (e.g., Pend1 or Pend2 status, etc.).

Note: Voter who changed addresses within the county within 21 days before election day and signed a Voter Update Form can vote a touchscreen ballot.

1. The voter gives the provisional voter authority card to the provisional judge.
2. The provisional judge gives the voter a *Provisional Ballot Application*.
3. After the voter completes the *Provisional Ballot Application*, the provisional judge on the back of the application:

- A. Checks the applicable provisional reason;
 - B. Writes the early voting center and ballot style number in the blocks provided; and
 - C. Initials and dates in the blocks provided.
4. The provisional judge uses the ballot style, and in a primary election, the party affiliation printed on the provisional voter authority card, to give the voter the correct ballot style.
 5. The provisional judge initials the voter authority card and puts the voter authority card in the provisional voter authority card envelope.
 6. The provisional judge tells the voter to put the completed ballot into the provisional ballot envelope, seal it, and put it into the provisional ballot transfer bag.

Scenario 2: “OUT-OF-COUNTY VOTERS” Voter resides in, and is registered in a county not where he or she is attempting to vote. Voter cannot be found in the county register but can be found in the State roster.

1. The voter gives the provisional voter authority card to the provisional judge.
2. The provisional judge gives the voter a *Provisional Ballot Application*.
3. After the voter completes the *Provisional Ballot Application*, the provisional judge on the back of the application and checks provisional reason #1: “Not listed in precinct register.”
4. The provisional judge uses the information printed on the Provisional Voter Authority Card and **ballot style table** to determine the most appropriate ballot style to give the voter (based on the voter’s congressional and legislative districts, and in a primary election, party affiliation).
 - A. If there is more than one ballot style that matches the voter’s congressional and legislative districts (printed on the provisional voter authority card), give the voter any of the **matching** ballot styles.

- B. If there are **no** ballot styles that match the voter's congressional and legislative districts, give the voter **any** ballot style.
5. The provisional judge writes the early voting center and ballot style number on the back of the *Provisional Ballot Application*, and initials and dates in the blocks provided.
 6. The provisional judge initials the provisional voter authority card.
 7. The provisional judge puts the provisional voter authority card in the provisional voter authority card envelope.
 8. The provisional judge tells the voter to put the completed ballot in the provisional ballot envelope, seal it, and put it into the provisional ballot transfer bag.

Scenario 3:

- **The voter resides in the county where he or she is attempting to vote but is registered in another county (The voter cannot be found in the county register but can be found in the State roster); OR**
 - **The voter lives in the county where he or she is attempting to vote and regardless of where the voter is registered, the voter changed addresses more than 21 days before election day and did not notify the election office: OR**
 - **The voter lives in the county where he or she is attempting to vote and the voter changed addresses within 21 days before election day and refused to sign a Voter Update Form when reporting a change of address .**
1. The voter gives the provisional voter authority card to the provisional judge.
 2. The provisional judge gives the voter a *Provisional Ballot Application*.
 3. After the voter completes the *Provisional Ballot Application*, the provisional judge will review the back of the application and:
 - A. Check the provisional reason code as indicated on the Provisional Voter Authority Card:

- #1: “Not found in the precinct register”; or
 - #2: “Listed on the precinct register but indicated a change of address;”
- B. Write the early voting center and ballot style number in the blocks provided; and
- C. Initial and enter the date in the blocks provided.
4. The provisional judge **uses the ballot style number on the Provisional Voter Authority Card**, and in a primary election, the party affiliation printed on the provisional voter authority card, to issue the voter the appropriate ballot style.
 5. The provisional judge initials the provisional voter authority card.
 6. The provisional judge puts the provisional voter authority card into the provisional voter authority card envelope.
 7. The provisional judge tells the voter to put the completed ballot in the provisional ballot envelope, seal it and put it into the provisional ballot transfer bag.

Scenario 4: Voter is not listed in the electronic pollbook.

1. The voter gives the polling place information slip to the provisional judge.
2. The provisional judge uses the **polling place information slip and ballot style table** to determine which ballot style to give the voter (based on the voter’s congressional and legislative districts and in a primary election, party affiliation).
3. The provisional judge gives the voter a *Provisional Ballot Application*.
4. After the voter completes the *Provisional Ballot Application*, the provisional judge reviews the application and on the back of the application:
 - A. Checks provisional reason #1: “Not listed in precinct register;”

Note: In the primary election, use the party information the voter provides on the *Provisional Ballot Application* and the ballot styles

printed on the polling place information slip to issue the voter the appropriate ballot style.

- B. Writes the early voting center and ballot style number in the blocks provided; and
 - C. Initials and enters the date in the blocks provided.
5. The provisional judge initials the polling place information slip.
 6. The provisional judge puts the polling place information slip into the provisional voter authority card envelope.
 7. The provisional judge tells the voter to put the completed ballot in the provisional ballot envelope, seal it, and put it into the provisional ballot transfer bag.

Note: Record the total number of polling place information slips on each night's *Provisional Closing Certificate*.

Closing the Polls

1. Record the number of provisional ballots issued on the *Provisional Ballot Tally Sheet*.
2. Count the number of spoiled provisional ballots and record the total on the *Provisional Ballot Tally Sheet*.

Subtract the number of spoiled ballots from the total number of ballots issued to get the "Net Number of Provisional Ballots Issued" on the *Provisional Ballot Tally Sheet*.

3. Give the *Provisional Ballot Tally Sheet* to the chief judges.
4. The chief judges record the "Net Number of Provisional Ballots Issued" from the *Provisional Ballot Tally Sheet* on the *Daily Closing Report*.
5. Record the new seal or tamper tape numbers from the unvoted provisional ballot container on the "Closing" section of the *Provisional Ballot Certificate*.
6. Record the seal number on the provisional ballot transfer bag on the "Closing" section of the *Provisional Ballot Certificate*.

7. Store the unvoted provisional ballot container (with unvoted ballots) in the secure location in the early voting center specified by the Howard County BOE support staff.
8. Give the *Provisional Ballot Certificate* to the chief judges.
9. Pack up the following supplies to be given to the chief judges and returned to the local board of elections each night:
 - A. The orange Provisional Ballot Transfer Bag (with voted provisional ballots inside);
 - B. The manila envelope with the signed provisional voter authority cards; and
 - C. The manila envelope with the spoiled provisional ballots.

Note: At the end of the last day of early voting, the local board of elections will pick up all equipment and materials.

Chapter 7: Responsibilities of Check-In Judges

Election Morning Set-up

No changes for Early Voting. Refer to pages 7.2 – 7.3 of the Election Judges' Manual.

During Voting Hours

No changes for Early Voting. Refer to pages 7.3 – 7.4 of the Election Judges' Manual.

Checking In a Voter:

The Electronic Pollbook will search the countywide register automatically.

Refer to Chapter 8 pages 8.8 – 8.34 of the Election Judges' Manual for detailed instructions.

Reasons for Issuing Provisional Ballots and Instructions to Voters

No changes for Early Voting. Refer to pages 8.26 – 8.30 of the Election Judges' Manual.

Special Provisional Ballot Application Procedures for Early Voting

Scenario 1: Voter resides in County A, is registered in County A, and goes to vote in County A. Voter's address is correct but must vote a provisional ballot for another reason.

1. Follow normal procedures in Chapter 6 of the Election Judges' Manual to check in the provisional voter on the electronic pollbook. Enter the appropriate provisional reason code.
2. The voter's ballot style number will print on the provisional voter authority card.
3. Have the voter verify and the sign the voter authority card.
4. The check-in judge initials the voter authority card and gives it to the voter.
5. The voter takes the provisional voter authority card to the provisional judge.

Scenario 2: Voter resides in County A, is registered in County A, and goes to vote in County A and moved within County A more than 21 days before election day.

1. At the "Main Screen" under the "Issue Ballots" tab in the electronic pollbook, tap the "Find Polls" button.
2. Type in the voter's new address.
3. The resulting information will show the precinct number and the associated ballot style number(s) for the voter's new address.

Note: In the primary election, the address information will show ballot style numbers with a corresponding political party (e.g., Dem-1/Rep-2).

4. Print the address information slip.
5. Return to the “Find Voters” screen. Follow normal procedures to check in the provisional voter.
6. Enter provisional reason code #2 “Listed on the precinct register but indicated a change of address.”
7. Tap the precinct number that is printed on the address information slip.

Note: In the primary election, also enter the voter’s party affiliation.

8. Tap “Issue Provisional Ballot.”
9. Tap “Issue Ballot.” The provisional voter authority card will print.
10. **Circle** the ballot style number on the provisional voter authority card.
11. Have the voter verify and the sign the provisional voter authority card.
12. The check-in judge initials the provisional voter authority card and gives it to the voter.
13. Attach the address information slip on top of the provisional voter authority card.
14. The voter takes the provisional voter authority card **and** the address information slip to the provisional judge.

Scenario 3: Voter resides in County A, is registered in County B, and goes to vote in County A. (Voter moved to County A and did not update address information).

1. At the “Main Screen” under the “Issue Ballots” tab in the electronic pollbook, tap the “Find Polls” button.
2. Type in the voter’s new address.
3. The resulting information will show the precinct number, congressional and legislative districts, and the associated ballot style number(s) for the voter’s new address.

Note: In a primary election, the address information will show ballot style numbers with a corresponding political party (e.g., Dem-1/Rep-2).

4. Print the address information slip, and **circle the ballot style number**.
5. Return to the “Find Voters” screen. Search the State roster. Follow normal procedures to check in the voter.
6. Enter provisional reason #1: “Not listed in precinct register.”
7. Tap the precinct number that is printed on the address information slip.

Note: In the primary election, also enter the voter’s party affiliation.

8. Tap “Issue Provisional Ballot.”
9. Tap “Issue Ballot.” The provisional voter authority card will print.
10. **Circle** the ballot style number on the provisional voter authority card.
11. Have the voter verify and the sign the provisional voter authority card.
12. The check-in judge initials the provisional voter authority card and gives it to the voter.
13. Attach the address information slip on top of the provisional voter authority card.
14. The voter takes the provisional voter authority card **and** the address information slip to the provisional judge.

Scenario 4: Voter resides in County A, is registered in County A, and goes to vote in County B.

1. Provide the voter with the following options:
 - A. Go to an early voting center in his or her county of residence. At that center, the voter will vote a regular ballot (if not otherwise a provisional voter) and can vote for all contests on the ballot.

- If the voter wants to go to an early voting center in his or her county, refer the voter to the statewide list of early voting centers.

B. Stay at this early voting center and vote a provisional ballot. Only those votes for contests that appear on the voter's correct ballot will be counted. Go to step #2.

2. Find the voter's name and tap on the name.
3. Tap "Issue Provisional Ballot."
4. Enter provisional reason #1: "Not listed in precinct register."
5. Tap "Issue Provisional Ballot."
6. Tap any precinct number listed in the electronic pollbook. The precinct selection doesn't matter.

Note: In the primary election, enter the voter's party affiliation.

7. Tap "Issue Provisional Ballot."
8. Tap "Issue Ballot."
9. The provisional voter authority card will print.
10. **Cross out** the ballot style number on the provisional voter authority card. The ballot style number printed on provisional voter authority card **cannot be used for this voter** because this information relates to the voter's address in the other county.
11. Have the voter verify and the sign the provisional voter authority card.
12. The check-in judge initials the provisional voter authority card and gives it to the voter.

Scenario 5: Voter resides in County A, is not listed in the electronic pollbook, and goes to vote in County A.

1. At the "Main Screen" under the "Issue Ballots" tab in the electronic pollbook, tap the "Find Polls" button.
2. Type in the voter's address.

3. The resulting information will show the precinct number, congressional and legislative districts, and the associated ballot style numbers for the voter's address.

Note: In the primary election, the address information will show ballot style numbers with their corresponding political party (e.g., Dem-1/Rep-2).

4. Print the address information slip and give it to the voter. No provisional voter authority card will be printed.

The voter takes the address information slip to the provisional judge.

Scenario 6: Voter resides in County A, is not listed in the electronic pollbook, and goes to vote in County B.

1. Provide the voter with the following options:
 - A. Go to an early voting center in his or her county of residence. At that center, the voter will vote a regular ballot (if not otherwise a provisional voter) and can vote for all contests on the ballot.
 - If the voter wants to go to an early voting center in his or her county, refer the voter to the statewide list of early voting centers.
 - B. Stay at this early voting center and vote a provisional ballot. Only those votes for contests that appear on the voter's correct ballot will be counted if the voter is determined by the local board of elections to be a registered voter. Go to step #2.
2. At the "Main Screen" under the "Issue Ballots" tab in the electronic pollbook, tap the "Find Polls" button.
3. Type in the voter's address.
4. The resulting information will show the voter's congressional and legislative districts for the voter's address.

Note: In the primary election, the address information will show ballot style numbers with their corresponding political party (e.g., Dem-1/Rep-2).

5. Print the address information slip, and **cross out** the ballot style number. No provisional voter authority card will be printed. (The ballot style number printed on address information slip **cannot be used for this voter.**)

The voter takes the address information slip to the provisional judge

Voters Who Can't Sign Any Form

No changes for Early Voting. Refer to pages 7.5 – 7.6 of the Election Judges' Manual.

Closing the Polls

1. Print the *Ballot Counts Report* and **two copies** of the *Voter Counts Report*. **Note:** A copy of the *Voter Counts Report* (voter turnout) is to be posted at the end of each Early Voting day.
 2. Attach the Ballot Counts Report and one copy of the Voter Counts Report to the *Electronic Pollbook Integrity Report*.
 3. Complete and sign the *Electronic Pollbook Integrity Report*. Refer to the Election Judges' Manual for instructions on completing the *Electronic Pollbook Integrity Report*.
 4. Close the polls (see chapter 8 of this supplement for detailed instructions).
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Chapter 8: Using the Electronic Pollbook

Setting Up the Electronic Pollbooks and Printers

No changes for Early Voting. Refer to pages 8.2 – 8.6 of the Election Judges' Manual.

Note: The Voter Count and Ballot Count Zero Reports must be printed before tapping “Open the Polls” for each electronic pollbook on each day.

Networking the Electronic Pollbooks

Perform all steps in accordance with the Election Judges' Manual. In addition, there will be a connection from the hub to an Early Voting wide area network (WAN) router, which will be the responsibility of local board technical support.

Opening the Polls

1. Verify that the Early Voting Center is correct, then tap “OK – This is Correct Poll”.

Express Poll

Log In 110

Is this the correct Poll? If it is, tap OK button. If not, tap Wrong Poll to go back to Login screen.

Consolidation Number
02EV01

Consolidation Description
Anne Arundel EV site #1

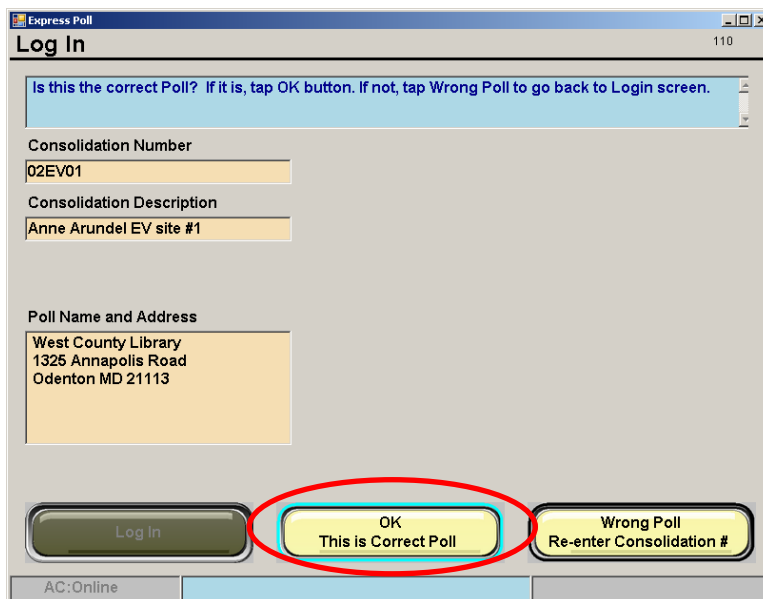
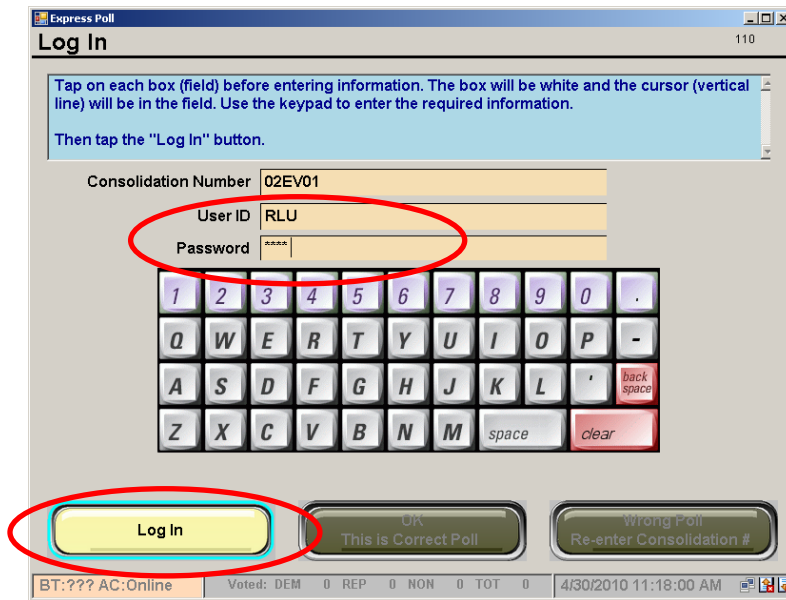
Poll Name and Address
West County Library
1325 Annapolis Road
Odenton MD 21113

Log In OK This is Correct Poll Wrong Poll Re-enter Consolidation #

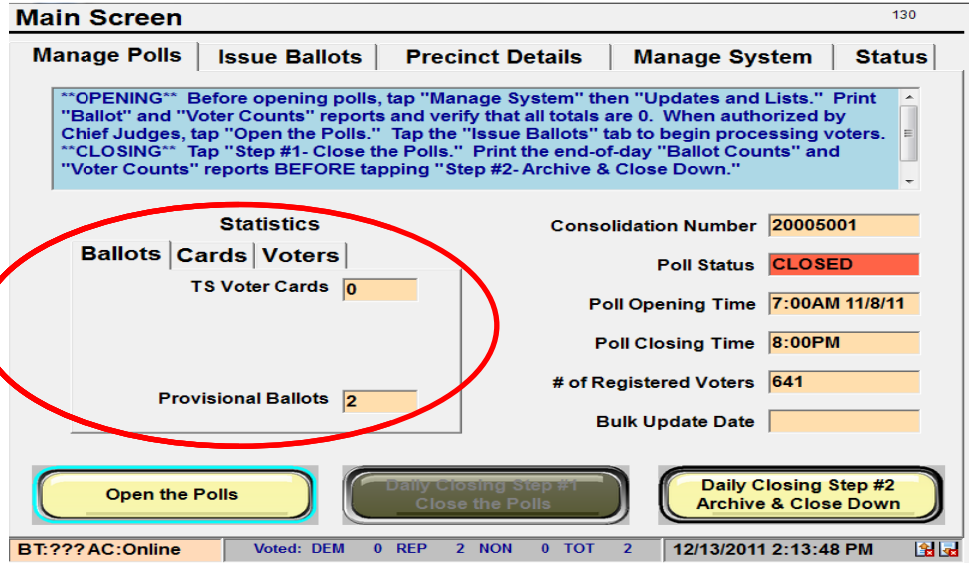
AC:Online

Note: On Early Voting days 2 – 6, it will be necessary to log in with a user name and password. This user name and password will be given to the election judges by the Board of Elections staff member(s) on duty at each individual site.

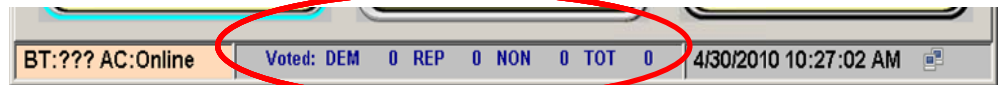
2. Tap the “Log In” button. On the next screen, verify that the polling place is correct and tap “OK – This is Correct Poll”.



- Verify that all statistics are zeros.

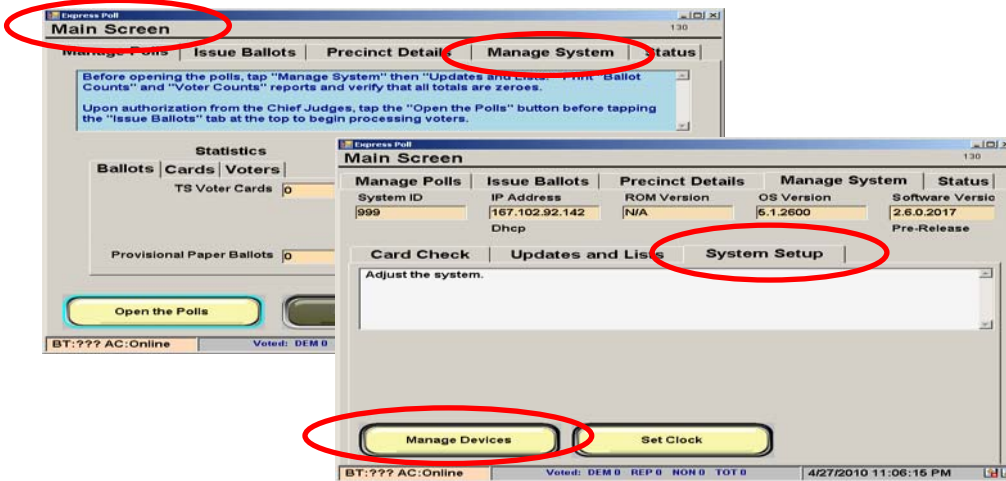


- Verify that the "Voted" totals at the bottom of the screen are zero.

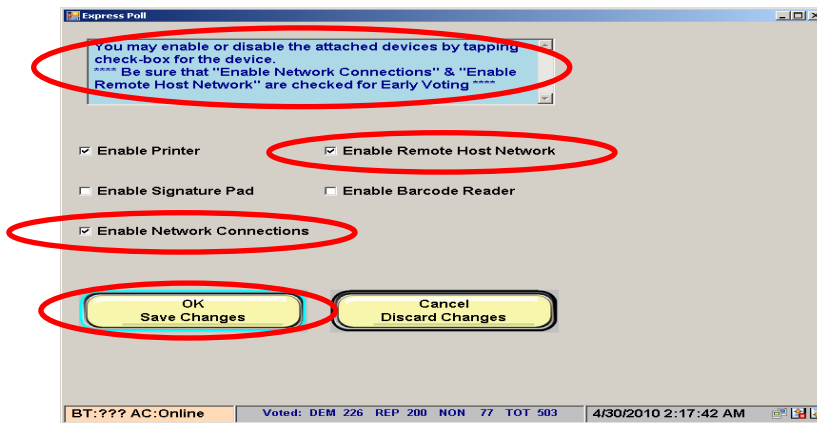


Note: When the electronic pollbook is logged in the first day and all subsequent days, all "Voted" totals will be set to zero. Contact the local board of elections immediately if the "Voted" totals are not zero when logging in.

- Before opening the polls, the electronic pollbook must be enabled to connect to the Early Voting database server via the wide area network (WAN). From the "Main Screen," tap the "Manage System" tab. Then tap the "System Setup" sub-tab and the "Manage Devices" button.

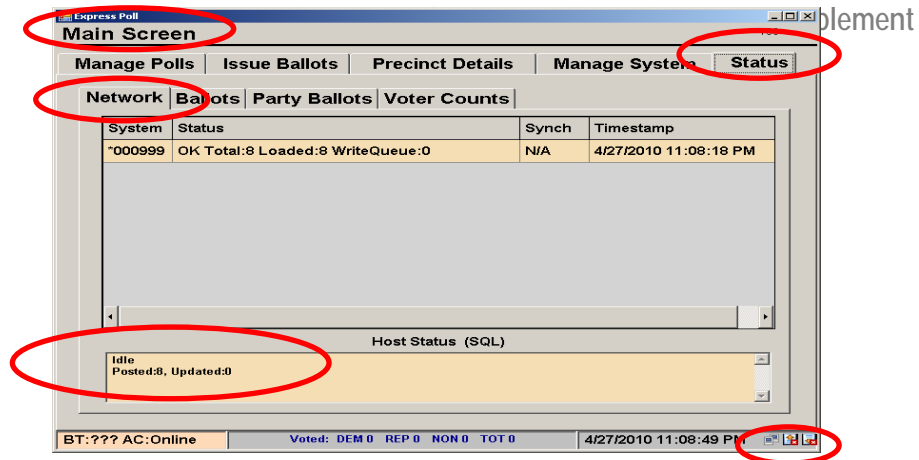


6. Make sure that BOTH the “Enable Remote Host Network” AND the “Enable Network Connections” checkboxes are checked (if not, then tap the “Enable Network Connections” and “Enable Remote Host Network” checkboxes), then tap “OK- Save Changes.”



7. From the Main Screen, tap the “Status” tab, then tap the “Network” sub-tab to view details of network connections. The center panel shows electronic pollbooks connected to the local area network (LAN) in the polling place. The bottom panel shows the status of the connection to the central database server.

Notes:



Alternating up and down arrows in the lower right corner show that the electronic pollbook is connected to a LAN.

Icons in the lower right corner with red "X"s indicate a problem with the connection. Call the local board of elections immediately.

NOTE: Do not be alarmed by occasional interruptions to network connectivity (as indicated by a red "X"). Continue to use the electronic pollbooks for checking in voters. When the connectivity is restored, the electronic pollbooks will automatically update.

NOTE: The Voter Count and Ballot Count Zero Reports must be printed before tapping "Open the Polls" for each electronic pollbook on each day.

Checking in Voters

No changes for Early Voting. Refer to pages 8.9 – 8.22 of the Election Judges' Manual.

Issuing a TS Ballot

No changes for Early Voting. Refer to pages 8.9 – 8.22 of the Election Judges' Manual.

Special Situations

Refer to Chapter 6 under “Special Provisional Ballot Application Procedures” of this supplement.

Finding Voters by Street Address

No changes for Early Voting. Refer to pages 8.24 – 8.25 of the Election Judges' Manual.

Finding Voters in the State Roster

No changes for Early Voting. Refer to pages 8.25 – 8.26 the Election Judges' Manual.

Issuing a Provisional Ballot

No changes for Early Voting. Refer to pages 8.26 – 8.30 of the Election Judges' Manual.

Finding a Polling Place

A Statewide list of early voting centers (by county) will be available.

Checking Card Status

No changes for Early Voting. Refer to pages 8.34 – 8.36 of the Election Judges' Manual.

Reissuing a Voter Access Card (Chief Judge Only)

No changes for Early Voting. Refer to pages 8.36 – 8.38 of the Election Judges' Manual.

Removing a Voter's "Ballot Issued" Status (Chief Judge Only)

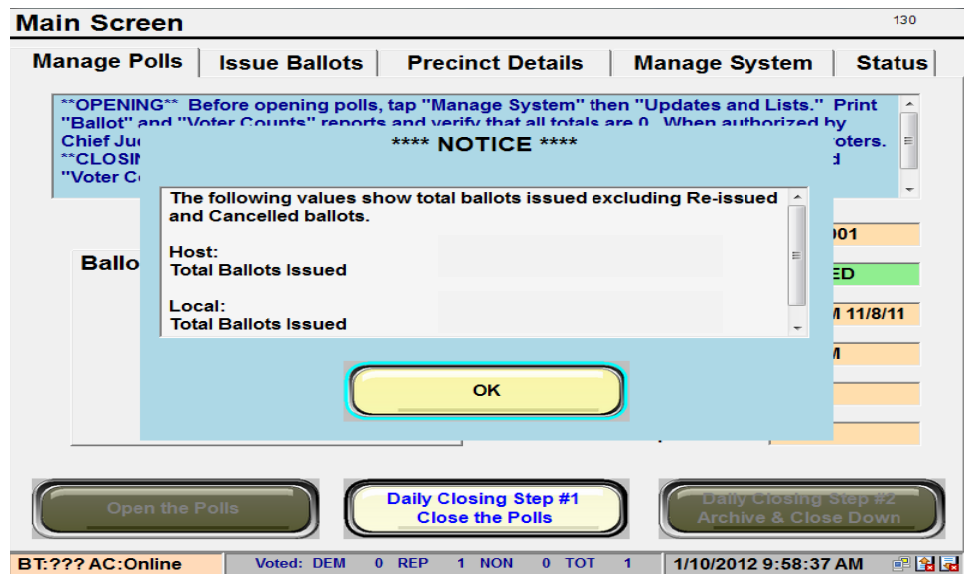
No changes for Early Voting. Refer to pages 8.38 – 8.41 of the Election Judges' Manual.

Reprinting a Voter Authority Card

No changes for Early Voting. Refer to pages 8.41 – 8.42 of the Election Judges' Manual.

End-of-Day Procedures for the Electronic Pollbook

When closing the polls on the electronic pollbook, after tapping the "Daily Closing Step #1: Close the Polls", the following notice will appear:



Verify that the number for the "Host: Total Ballots Issued" and the "Local: Total Ballots Issued" are the same. **If the numbers are not**

the same, STOP. Do not tap “OK” and alert a chief judge immediately.

If the numbers match, tap “OK” and proceed to print the Voter Count Report and the Ballot Count Totals Report **BEFORE** proceeding to “Daily Closing Step #2: Archive & Close Down”.

Packing the Electronic Pollbook and Printers

On Days 1 – 5 all pollbooks will be closed according to the above described procedures and then powered off. BOE Staff will be present to assist in the daily closing activities of pollbooks for each early voting center.

On Day 6 the following will occur with BOE Staff assistance: Place the electronic pollbooks back in the case that they arrived to you in. Reattach the lock to the outside of the case, and the chief judges will record the serial number from each of the locks on the Pollbook Integrity Report.

Place the printers back in the case that they came to you in, and reattach the lock to the outside of the case.

Disconnect hub and all cat-5 cords (either blue or gray).

Place all of the above items in the gray containers (Buckhorn) and place supplied locks on outside of container. If there is a lockable storage area in your Early Voting Site, be sure to take gray container into this area, and have the custodial staff lock it in this area for you.

Chapter 9: Responsibilities of Voting Unit Judges

Election Day Preparation

No changes for Early Voting. Refer page 9.2 of the Election Judges’ Manual.

Notes:

Voting Unit Judges' Supplies

No changes for Early Voting. Refer to page 9.2 of the Election Judges' Manual.

Using the Touchscreen Unit

No changes for Early Voting. Refer to page 9.3 of the Election Judges' Manual.

Instructions to Voters Using Touchscreen Units

No changes for Early Voting. Refer to pages 9.3 – 9.4 of the Election Judges' Manual.

Using an Audio Ballot (VIBS)


No changes for Early Voting. Refer to pages 9.5 – 9.7 of the Election Judges' Manual.

Other Voting Hours Activities

No changes for Early Voting. Refer to pages 9.7 – 9.8 of the Election Judges' Manual.

Election Night – Closing the Polls

1. Complete the *Voting System Integrity Report – Closing report*.
2. Count and report the number of voter authority cards to the chief judges for the *Daily Closing Report*.
3. Assist chief judges as instructed to close the voting units.
4. Pack and secure voter authority cards to be returned nightly as instructed by the local board of elections.
5. Pack supplies.
6. Assist the chief judges with any other tasks they assign to you.
7. Sign the *Payroll Sheet*.

 The terms “precinct” in the Election Judges’ Manual and “early voting center” in this supplement are used interchangeably.

Notes:

Refer to **Chapter 11** of this supplement for instructions closing the voting units.

Chapter 10: Getting the Voting Units Ready

General Instructions

No changes for Early Voting. Refer to the Election Judges' Manual. Two election judges must complete the *Voting System Integrity Report* for each day.

Required Supplies

No changes for Early Voting. Refer to pages 10.2 – 10.3 of the Election Judges' Manual.

Setting Up the Voting Units

No changes for Early Voting. Refer to pages 10.3 – 10.5 of the Election Judges' Manual.

Opening the Voting Units

NOTE: The **Voting System Integrity Report** will be designated as "Day 1", Day 2," instead of "Page 1."

DAY 1: Refer to Chapter 10 of the Election Judges' Manual.

Days 2 through 6:

Steps 1 through 11: Refer to Chapter 10 pages 10.5 – 10.8 of the Election Judges' Manual.

Step 12: Using the key, unlock the side compartment located on the right side of the unit. Do **NOT** open the printer compartment. Red lanyards with the necessary keys to open voting units will be located in green zipper bag.

Step 13: SKIP. No need to make sure that the gray bar on the printer is lowered. **The printer compartment is not opened.**

Step 14: Press the red power button in the side compartment.

Step 15: Once the unit starts up (about 45 seconds), the voting unit will perform a system test and you may hear a system test slip print inside the printer compartment. No action is needed.

Step 16: Lock the side compartment door.

Step 17: Verify that the following information appears correctly on the touchscreen:

- A. At the top center of the screen, verify the **current election, date of Election Day, the county, and the early voting center.**
- B. Verify that the power bar at the bottom right of the screen is green and says "Charging." If the power bar is not green and "Charging," refer to **Chapter 12: Problems and Solutions** in the Election Judges' Manual.
- C. Verify that the "**Ballots**" number at the bottom of the screen matches "Ballot Count" from the *Voting System Integrity Report*.
- D. Verify that the "**Tot**" number at the bottom of the screen **matches** "System Total" on the *Voting System Integrity Report*.

Note: If any of the information in items A - D is incorrect, lower the screen and do not use the voting unit. Call the local board of elections **immediately**.

Steps 18 through 22: SKIP. Zero report will not be printed on days 2 through 6.

Step 23: The "Please Insert Your Card" screen will automatically appear.

Steps 24 and 25: SKIP. Zero report will not be printed on days 2 through 6.

Step 26: Locate the new tamper tape within green zipper bag.

Step 27: Record the new tamper tape number on the *Voting System Integrity Report - Opening*.

Step 28: Place the new tamper tape over the keyhole of the side compartment. The tamper tape must extend above and below the side compartment door.

Step 29: Secure the right side privacy screen.

Step 30: Used Blue VAC bags used for collecting voters' voter authority cards will already be attached to right privacy side of each voting unit. During voting hours voting unit judges should periodically bundle VACs with paper clips in packs of 25. At the end of voting for each day, all VACs for each voting unit should be placed in plastic Ziploc bag labeled for that purpose within each blue VAC bag.

Audio Ballot Equipment (VIBS - Visually Impaired Ballot Station)

No changes for Early Voting. Refer to page 10.13 of the Election Judges' Manual.

Chapter 11: Ending the Election

General Instructions

No changes for Early Voting. Refer to page 11.2 of the Election Judges' Manual.

Required Supplies

No *Closing Totals Report* will be included in the list of required supplies. Refer to the Election Judges' Manual on page 11.3 for a list of other required supplies.

Ending the Election

Refer to "Closing the Polls" in Chapter 5 of this supplement.

Printing the Totals Reports

No Totals Reports will be printed from the voting units at the end of

each night of early voting. Totals reports will be run on election day at the local board of elections office.

Taking Down the Voting Units

No changes for Early Voting. Refer to pages 11.13 – 11.14 of the Election Judges' Manual.

Packing the Voting Units

Days 1 through 5: Units will be locked and will stay on their legs and daisy chained for power inside the polling place. Lock serial numbers will be recorded on the Voting System Integrity Report. All doors to the polling place will be tamper taped with red tamper tape found in the green or brown zipper bag, and will be signed by both chief judges. Serial numbers for tamper tape on doors will be recorded on Polling Place Integrity Report and signed by both chief judges and the Board of Elections staff member on duty.

Day 6: Chief Judges will remove the Blue VAC Card Bags from each of the voting units, place them in the supplied bag, and give them to the Board of Elections staff member on duty. All units will be closed and locked. Lock serial numbers will be recorded on the Voting System Integrity Report. All units will be placed on Voting Unit Cart and red cord will be locked to cart with supplied lock.

Chapter 12: Problems and Solutions

Refer to the Chapter 12 of the Election Judges' Manual. If any problems arise that are not covered in Chapter 12 of the Elections Judges' Manual, contact your local board of elections.

Chapter 13: Glossary

Refer to the Chapter 13 of the Election Judges' Manual.

Chapter 14: Forms

The following forms have versions specifically for Early Voting:

Voting System Integrity Report – Early Voting

Electronic Pollbook Integrity Report – Early Voting

Provisional Ballot Certificate – Early Voting

Daily Closing Report

Polling Place Integrity Report

Voter Turnout Record

Refer to the Election Judges' Manual for regular election forms.

Appendix 1: Write-In Voting - General Election Only

No changes for Early Voting. Refer to the Election Judges' Manual.

Appendix 2: Extended Voting Hours

Not applicable for Early Voting.

2012 PRESIDENTIAL ELECTION
VOTE CENTER OPENING/CLOSING CERTIFICATE

Early Voting Center #: EV-01 Date: 3/24/2012

EV-01 RIDGLEY'S RUN COMM CTR
ALL PURPOSE RM

We hereby certify that:

DOOR	OPENING		CLOSING
	Seal # at opening	Initials of TWO judges and BOE Rep to confirm door seal was intact when polls opened	
1	VERIFY ✓ 111111	DEM REP BOE	Seal # (at closing) RECORD/VERIFY
2			
3			
4			
5			
6			
7			
8			

NOTE: If the seal number does not agree or there is evidence of tampering call the Election Office immediately (410-313-5820).

To the best of our knowledge this information is true and correct.

Democratic Chief Judge _____ Republican Chief Judge _____

BOE Representative _____

VOTING SYSTEM INTEGRITY REPORT - EARLY VOTING

OPENING REPORT EV-01 RIDGLEY'S RUN COMM CTR
ALL PURPOSE RM

Date: 3/24/2012

Early Voting Site #: EV-01

State of Maryland/County of: HOWARD

INSTRUCTIONS TO CHIEF JUDGES:

Keep this form in your binder.

1. Verify all seals and tamper tapes match the numbers on all touchscreen units & initial where indicated.
2. Verify all ballot counts & verify system totals for all TS Units. Apply new seals & tamper tapes.
3. Initial and sign this report where indicated, and appoint other judges as bi-partisan teams to assist in compiling this report.

TS Unit #	Outer Seal #	Tamper Tape #	Ballot Count	System Total (Tot #)	New Tamper Tape #	Initials of Judges	
	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Record	Dem	Rep
0			0				
1			0				
2			0				
3			0				
4			0				
5			0				
6			0				
7			0				
8			0				
9			0				

To the best of our knowledge the information on this page is true and accurate and our polling place opened at 10:00 AM, write the time you did open with an explanation on back of this page.

Democratic Chief Judge

Republican Chief Judge

Chain of Custody: Signature of election office staff delivering security materials to the early voting site: _____ 10/5/2011

VOTING SYSTEM INTEGRITY REPORT - EARLY VOTING

CLOSING REPORT

EV-01 RIDGLEY'S RUN COMM CTR

ALL PURPOSE RM

Date: 3/24/2012

State of Maryland/County of: **HOWARD**

Early Voting Site #: **EV-01**

INSTRUCTIONS TO CHIEF JUDGES:

Keep this form in your binder.

1. **Record** all ballot counts & system totals for all TS Units and the number of VACS . Apply new seals & tamper tapes.
2. **Record** all seals and tamper tapes placed on all touchscreen voting units.
3. **Initial and sign** this report where indicated, and appoint other judges as bi-partisan teams to assist in compiling this report.

TS Units	Ballot Count		System Total (Tot)		# of VACS		New Tamper Tape #		New Outer Seal #		Initials of Judges	
	Record		Record		Record		Record		Record		Dem	Rep
0												
1												
2												
3												
4												
5												
6												
7												
8												
9												

We affirm that the information on this page is true and accurate. Our Polling Place closed at _____ PM.

Democratic Chief Judge

Republican Chief Judge

Chain of Custody: Signature of election office staff delivering security materials to the early voting site: _____ 10/5/2011

ELECTRONIC POLLBOOK INTEGRITY REPORT **2012 Presidential Primary Election**

DAY 1 - EARLY VOTING - Date: 3/24/2012 EV-01 RIDGLEY'S RUN COMM CTR
ALL PURPOSE RM

State of Maryland/County of: **HOWARD** Early Voting Center #: EV-01

Opening Instructions

E-Poll Book #	Outer Seal #	Inner Seal #	State Asset Tag #	Statistics Fields = "0"	Initials of Judges	
	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	DEM	REP
1			0050238	0		
2			0050256	0		
3			0049778	0		
4			0049823	0		

During the Day Instructions

Note: If you had to remove the inner seal on an electronic pollbook during the day, record the pollbook number, time and reason for removal and new inner seal number below. Record this in the Chief Judges' Log.

E-Poll Book #	Time of removal	Reason for removal	New Inner Seal	Initials of Judges	
				DEM	REP

Closing Instructions

E-Poll Book #	Inner Seal #	Outer Seal #	Voter & Ballot Totals were printed and attached to this form	Initials of Judges	
	Record <input checked="" type="checkbox"/>	Record <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Check for each	DEM	REP
1			<input type="checkbox"/>		
2			<input type="checkbox"/>		
3			<input type="checkbox"/>		
4			<input type="checkbox"/>		

To the best of our knowledge the information on this form is true and accurate. On the Chief Judge's orders we "Closed the Polls" on the electronic Pollbooks and archived the files.

Democratic judge completing form

Republican judge completing form

Democratic Chief Judge

Republican Chief Judge

Chain of Custody: Signature of LBE Staff picking up this form to be returned to the Election Offi

Daily Closing Report

State of Maryland ▼

County: HOWARD CO

EV Day #: 1

EV-01 RIDGLEY'S RUN COMM CT

Early Voting Center: EV-01 ALL PURPOSE RM

Early Voting Date: 3/24/2012

	TOTAL BALLOTS ISSUED
Total Ballots from TS Units <small>(From Ballot Count Column on the Voting System Integrity Closing Report)</small>	
Net Provisional Ballots Issued (ballots issued minus spoiled ballots) <small>(From Provisional Judges' Tally Sheet)</small>	
Total Contingency Ballots <small>(From Prov. Judge and Check-in Judges Reports)</small>	
Sum Total of All Ballots	
	TOTAL VACS ISSUED
Total VACS from TS Units <small>(From Unit Judges' Total VAC Count)</small>	
Total Net Provisional VACS from E-Pollbook <small>(From Electronic pollbook Ballot Counts Report)</small>	
Total Handwritten Provisional VACS or No VACS <small>(From Provisional Judges' Tally Sheet)</small>	
Total Contingency VACS <small>(From Prov. Judges' Tally Sheets)</small>	
Sum Total of All VACS	
Total Cancelled VACS <small>(From Chief Judges' Cancelled VAC Envelope)</small>	

To the best of our knowledge, the information on this page is true and accurate.

DEMOCRATIC CHIEF JUDGE

REPUBLICAN CHIEF JUDGE

Voter Turnout Record

EARLY VOTING VOTER TURNOUT – KEEP IN CHIEF JUDGES BINDER

VOTING UNITS	VOTING UNIT COUNT / VAC COUNT					
	TIME		TIME		TIME	
	1:00 PM (Sun. 2:00 PM)		5:00 PM (Sun. 4:00 PM)		POLL CLOSING	
	Unit Count	VAC Count	Unit Count	VAC Count	Unit Count	VAC Count
0						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
<u>TOTALS</u>						

CHECK-IN TABLES	ELECTRONIC POLLBOOK COUNTS*		
	TIME	TIME	TIME
	1:00 PM	5:00 PM	POLL CLOSING
TOTALS			

*Note – Print Voter Counts Report from one Pollbook to get Counts.

Voting unit, VAC and electronic pollbook totals should be equal. If not then try to determine reason for discrepancy. Make a notation in Election Day Log as to your findings; i.e. balancing, discrepancies and reasons. **CALL THE ELECTION OFFICE WITH POLLBOOK COUNTS AT 1:00 PM AND 5:00 PM (Early Voting on Sunday – Call at 2:00 and 4:00 PM).**

PRECINCT TOTALS	VOTING UNIT COUNT	VAC COUNT	POLLBOOK COUNT

Voter Turnout Record

EARLY VOTING VOTER TURNOUT – POST IN POLLING PLACE

VOTING UNITS	VOTING UNIT COUNT / VAC COUNT					
	TIME		TIME		TIME	
	1:00 PM (Sun. 2:00 PM)		5:00 PM (Sun. 4:00 PM)		POLL CLOSING	
	Unit Count	VAC Count	Unit Count	VAC Count	Unit Count	VAC Count
0						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
<u>TOTALS</u>						

CHECK-IN TABLES	ELECTRONIC POLLBOOK COUNTS*		
	TIME	TIME	TIME
	1:00 PM	5:00 PM	POLL CLOSING
TOTALS			

*Note – Print Voter Counts Report from one Pollbook to get Counts.

Voting unit, VAC and electronic pollbook totals should be equal. If not then try to determine reason for discrepancy. Make a notation in Election Day Log as to your findings; i.e. balancing, discrepancies and reasons. **CALL THE ELECTION OFFICE WITH POLLBOOK COUNTS AT 1:00 PM AND 5:00 PM (Early Voting on Sunday – Call at 2:00 and 4:00 PM).**

PRECINCT TOTALS	VOTING UNIT COUNT	VAC COUNT	POLLBOOK COUNT

Local Board of Elections: HOWARD CO.

State of Maryland



**PROVISIONAL BALLOT CERTIFICATE
2012 PRESIDENTIAL PRIMARY ELECTION**

EARLY VOTING – EV Date: _____

Before Opening the Polls: The ballot container was sealed with # _____

I hereby certify that the Provisional Ballot Envelopes contained:

Party	Verify # of packs of each party's ballots when polls opened	Provisional Judge's Initials
Democratic		
Republican		
Non-Partisan		
Total # of <u>unvoted</u> ballots when polls opened:		

See attached list of all ballot styles for verification.

Verify

The provisional ballot container/bag was locked with seal # _____

(If the seal number does not match what is on the provisional ballot container/bag, alert the Chief Judges to call the Election Office immediately.)

When the polls **closed** I put the following seals on the unvoted ballot container and the voted **Provisional Ballot Transfer Bag**:

Early Voting Day	<u>Unvoted</u> Ballot Container Seal #	Voted Provisional Ballot Transfer Bag Seal #	Provisional Judge's Initials

The Provisional Ballot Judge and Chief Judges must sign this form AFTER it is completed.

We affirm that the information on this form is true and correct:

Provisional Ballot Judge _____

Democratic Chief Judge _____

Republican Chief Judge _____

Chain of Custody: Signature of LBE Staff picking up the Ballot Transfer Bag to be returned to the Election Office: _____

Below is a ballot style list for opening and closing. Before the polls open, please verify that you have received the number of ballot packs for each style. When the polls close, please record the # of spoiled and voted ballots in the columns below. If you cannot verify a number on this list, please alert your chief judge and notify the Election Office immediately. Initial where indicated.

EV Date:

EV Day:

OPENING INFORMATION

CLOSING INFORMATION

BALLOT STYLE #	NO. OF EACH BALLOT STYLE AT OPENING	INIT. OF PROV. JUDGE	NO. OF SPOILED BALLOTS	NO. OF VOTED BALLOTS	INIT. OF PROV. JUDGE
TOTALS					



Provisional Voter Sign - In Sheet Early Voting Day # 1

EV-01

EV Election Date:

3/24/2012

EV-01 RIDGLEY'S RUN COMM CTR

ALL PURPOSE RM

All voters voting a provisional ballot must print and sign name. Provisional judge must check below as to whether or not voter voted a provisional ballot and completed a ballot application which was then deposited in provisional ballot bag.

<u>Voter Name (Please Print)</u>	<u>Voter Signature</u>	<u>Voted Provisionally</u>
1. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
12. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
13. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
14. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
15. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
16. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
17. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
18. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
19. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
20. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>

Provisional Ballot Tally Sheet

EV Day #: 1

Dist/Prec. or Early Voting Center: EV-01

EV-01 RIDGLEY'S RUN COMM CTR

ALL PURPOSE RM

Date: 3/24/2012

Instructions: Tally the number of provisional voters and the number of provisional ballots issued throughout the day. After the polls close, count and record the total number of tally marks for each box with tallies [i.e. IIII (4) and ~~IIII~~ II (12)] and record other totals as specified for each row and column. Provide the completed Tally Sheet to the chief judges.

	1	2	3	4	6	7	8
	Dem	Rep	Gre	Lib	Una/Oth	Voter has no VAC (or Hand-Written VAC)	Total for Each Row
Keep a tally of provisional voters by their registered party (the party recorded on the voter's VAC). • Voters not listed in electronic pollbook (No VAC) are marked in the 7 th column to the right, not in the party they claim to be. (After polls close) Total each column.							
							(A)

Note: The total for each party should equal the total provisional ballots recorded in the electronic pollbooks.

Ballot Totals
1. Keep a tally of provisional ballots <u>issued</u> .
2. Keep a tally of spoiled ballots.
NET PROVISIONAL BALLOTS (1 minus 2)
(B)

Note: Boxes A and B should equal each other.

Provisional Ballot Judge Signature