



# EARLY VOTING MANUAL

**2014**



## Howard County Board of Elections

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Website address: **[www.howardcountymd.gov/boe](http://www.howardcountymd.gov/boe)**

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# Introduction

As in 2012, Maryland voters have the opportunity to vote in early voting centers during the 2014 early voting period prior to election day. The following are Howard County Early Voting Sites:

**EV-01 RIDGELY'S RUN COMM. CTR - ALL PURPOSE ROOM  
8400 MISSION RD  
JESSUP MD 20794**

**EV-02 THE BAIN CENTER - GREAT ROOMS 1 & 2  
5470 RUTH KEETON WAY  
COLUMBIA MD 21044**

**EV-03 MILLER BRANCH LIBRARY – THE MEETING ROOM  
9421 FREDERICK RD  
ELLCOTT CITY, MD 21042**

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

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## Election Judge's Role

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

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## Election Dates & Voting Hours

### Gubernatorial Primary:

**Early Voting:** Thursday, June 12 through Thursday, June 19, 2014. Polls open at 10:00 a.m. and close at 8:00 p.m.

**Election Day:** Tuesday, June 24, 2014. Polls open at 7:00 a.m. and close at 8:00 p.m.

### Gubernatorial General:

**Early Voting:** Thursday, October 23 through Thursday, October 30, 2014. Polls open at 10:00 a.m. and close at 8:00 p.m.

**Election Day:** Tuesday, November 4, 2014. Polls open at 7:00 a.m. and close at 8:00 p.m.

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## Closing Time for the Polls

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

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## Important Contact Information

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

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## Your Contact Information

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

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

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## **Qualifications for Election Judges**

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

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## **Mandatory Training Class**

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

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## **Attendance and Vacancies**

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

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## **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.

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## **Election Judge Oath & Rules of Security Behavior**

No changes for Early Voting. Refer to page 1.5 of the Election Judges' Manual.

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## **Election Judges' Responsibilities**

No changes for Early Voting. Refer to pages 1.5 – 1.6 of the Election Judges' Manual.

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## **General Rules for All Election Judges**

No changes for Early Voting. Refer to pages 1.6 – 1.7 of the Election Judges' Manual.

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## **Types of Election Judges**

Refer to pages 1.7 – 1.8 of the Election Judges' Manual. The following additional judge type will also serve during Early Voting:

- Technical Judge – serves to troubleshoot minor technical problems that may occur with voting equipment and provide assistance to staff regarding unique early voting processes that may arise.
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## **Term of Office**

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

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## **Removal of an Election Judge**

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

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## **Election Judges' Voting**

No changes for Early Voting. Refer to pages 1.8 – 1.9 of the Election Judges' Manual.

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## **Polling Place Signs**

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

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## **Chapter 2: Security Rules and Awareness**

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### **Security Rules for All Types of Election Judges**

No changes for Early Voting. Refer to pages 2.2-2.3 items 1-8 and 10 of the Election Judges' Manual.

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### **Equipment and Facility Security**

Refer to page 2.3 of the Election Judges' Manual for more information.

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 2-8 of Early Voting, the pieces of tamper tape on each door will be verified and peeled off the doors of active entry/exit and placed on the back of the Polling Place Integrity Report.

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### **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.

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## **Integrity of the Election Process**

No changes for Early Voting. Refer to pages 2.4 – 2.5 of the Election Judges' Manual.

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## **Chapter 3: Voter Assistance and Cross-Cultural Communication**

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

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## **Chapter 4: People and Activities in the Polling Place**

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

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## **Chapter 5: Chief Judges**

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### **General Information**

As a chief judge, you and a team of other judges share an extremely vital role in ensuring the objective of fair and honest elections is successfully achieved. Attached to this role are equally important responsibilities each individual judge must complete in order for this objective to be realized. As the main supervisory

officials, chief judges, working together as a **bipartisan team**, oversee their group of judges ensuring the required tasks and duties are completed. The bipartisan team approach specifically applies to the chief judges' main responsibility of opening and shutting down voting units, as well as electronic pollbooks for each early voting day.

In addition, a chief judge's other responsibilities include the following: managing special situations as they relate to voter check-in; completing of all necessary paperwork and forms related to opening and closing of polls, as well as during voting hours; and substituting for judges of the appropriate party when necessary.

Your success in managing and completing the above responsibilities will ensure achievement of the most important objective during Early Voting, which is to maintain the peace and protect the integrity of the voting process.

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## 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.

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## General Responsibilities of Chief Judges

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

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## Election Set-up Responsibilities

There are no changes to this section for **EXCEPT** HCBOE staff will be setting up polling place the night before Early Voting starts. Refer to pages 5.4 – 5.6 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".

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## Absent Election Judges

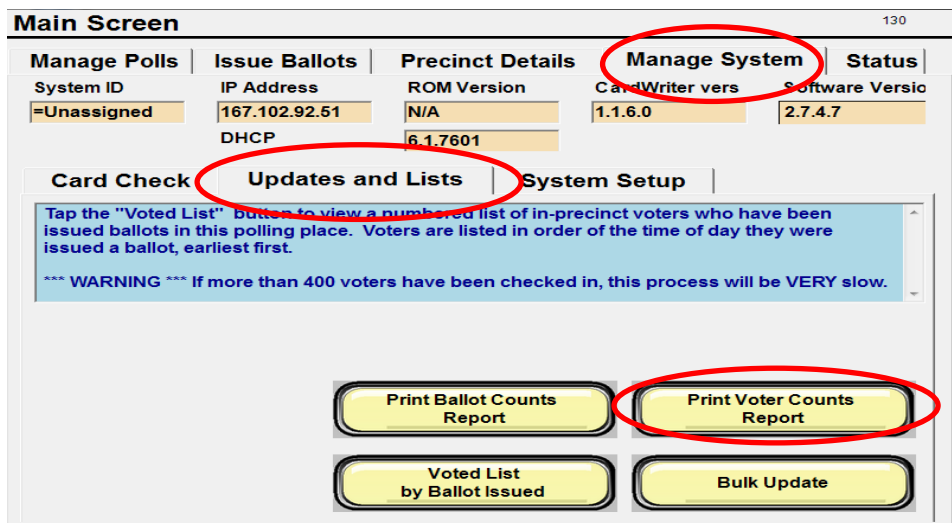
Refer to pages 5.7 of the Election Judges' Manual.

If an election judge does not arrive at the polling place by **9:15 AM** notify the local board of elections **immediately**. The local board of elections will send a replacement election judge as soon as possible.

## During Voting Hours

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

For each day of Early Voting, 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. This process is done directly through a report from the poll books. This statistical report must be printed and posted for public viewing. Also, post voter turnout at the end of each Early Voting day.



1. To print Voter Counts Report go to Main Screen on one pollbook;
2. Tap the Manage System tab;
3. Tap the "Updates and Lists" tab;
4. Tap "Print Voter Counts Report" button;
5. Post report for public viewing along with *Voter Turnout Report (for Public Viewing)*;
6. Complete these steps at 1:00 PM, 5:00 PM and at closing each day of early voting.

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## Voter Identity Challenges

No changes for Early Voting. Refer to pages 5.9 – 5.10 of the Election Judges' Manual.

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## Equipment Issues (Incident Report)

No changes for Early Voting. Refer to page 5.10 of the Election Judges' Manual.

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## Checking a Voter Access Card's Status

No changes for Early Voting. Refer to page 5.10 – 5.13 of the Election Judges' Manual.

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## Reissuing Voter Access Cards or Touchscreen Ballots (Chief Judge Only)

No changes for Early Voting. Refer to pages 5.14 – 5.17 of the Election Judges' Manual.

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

No changes for Early Voting. Refer to pages 5.17 - 5.20 of the Election Judges' Manual.

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## 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:
  - A. 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.
  - B. Attach the *Ballot Counts Report* and one copy of the *Voter Counts Report* to the *Electronic Pollbook Integrity Report*.
  - C. Complete and sign the *Electronic Pollbook Integrity Report*.

- D. 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.
  - 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 provisional voter authority cards;  
Spoiled ballots;  
*Election Day Log*.  
*Polling Place Integrity Report*

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## Chapter 6: Provisional Ballot Judges

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### 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;
- 8 spoiled ballot envelopes;
- 8 envelopes for returning signed voter authority cards to the local board each night;
- Pens for voters to complete applications;
- Stapler for stapling address slips to VACs;
- No. 2 pencils for voters to complete provisional ballots.

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## 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*.

**Note:** For a **primary** election ballot tops are color coded:

- Democratic ballot tops are white.
- Republican ballot tops are pink.
- Non-partisan ballot tops are yellow.

**Note:** For a **general** election, all ballots are white.

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## 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.

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## Provisional Ballot Application Procedures

No changes for Early Voting. Refer to pages 6.4 – 6.6 of the Election Judges' Manual.

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## Reasons for Issuing Provisional Ballots and Instructions to Voters

No changes for Early Voting. Refer to pages 6.6 – 6.9 of the Election Judges' Manual.

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## 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*.

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## 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.

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## Chapter 7: Check-In Judges

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### Election Morning Set-up

No changes for Early Voting except pollbooks will have already been set up the night before by election office staff. Refer to pages 7.2 – 7.3 of the Election Judges’ Manual.

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### During Voting Hours

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


### IMPORTANT REMINDERS

**DO NOT ask a voter to show ID unless the voter is marked as “Show ID” in the electronic pollbook.**

**If the voter who is not marked as “Show ID” offers an ID, you may accept it but the voter must also state his or her name, address, and month and day of birth.**

If a voter's identity is challenged, summon a chief judge immediately. **Do not process this voter any further.**

- If the challenged voter presents an acceptable ID to the chief judge, continue to check in the voter.
- If the challenged voter does not present an acceptable ID to the chief judge, the voter must vote by provisional ballot (use provisional code #8).

 If you have checked-in the wrong voter and have already printed a voter authority card, notify a chief judge immediately.

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## **Voter Update Form**

No changes for Early Voting. Refer to Chapter 7 pages 7.4 – 7.6 of the Election Judges' Manual.

### **“21 Day” Dates for 2014 Elections:**

**PRIMARY ELECTION:** If the voter moved prior to June 3, 2014, the voter must be issued a provisional ballot.

**GENERAL ELECTION:** If the voter moved prior to October 14, 2014, the voter must be issued a provisional ballot.

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## **Issuing a Provisional Ballot**

No changes for Early Voting. Refer to pages 7.6 – 7.7 of the Election Judges' Manual.

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## **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

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## Voters Who Can't Sign Any Form

No changes for Early Voting. Refer to pages 7.7 – 7.8 of the Election Judges' Manual.

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## Closing the Polls

1. Print and sign 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 Appendix 2 of this supplement for detailed instructions).

**Note: Election office staff will be at early voting site locations for each day to assist in closing procedures.**

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## **Chapter 8: Using the Electronic Pollbook**

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### **Entering and Clearing Data in the Pollbook**

No changes for Early Voting. Refer to page 8.2 of the Election Judges' Manual.

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### **Finding Voters in the Electronic Pollbook**

No changes for Early Voting. Refer to pages 8.2 – 8.5 of the Election Judges' Manual.

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### **Finding Voters in the State Roster**

No changes for Early Voting. Refer to pages 8.5 – 8.6 of the Election Judges' Manual.

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### **Finding Voters by Street Address**

No changes for Early Voting. Refer to page 8.6 of the Election Judges' Manual.

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## Voters Not Found in the Electronic Pollbook

No changes for Early Voting except substitute “correct county” for “correct precinct”. Refer to page 8.7 of the Election Judges’ Manual.

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## Voter is Registered in Another County

The voter can choose to go to his or her correct county to vote or stay and vote a provisional ballot.

1. If the voter chooses to go to the correct county, every contest will be counted.
  2. If the voter chooses to stay and vote a provisional ballot, only the contests the voter is eligible to vote for will be counted. **Use provisional code 1.**
- 

## Checking in Voters

No changes for Early Voting. Refer to pages 8.10 – 8.17 of the Election Judges’ Manual.

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## Issuing a Provisional Ballot

No changes for Early Voting. Refer to pages 8.17 – 8.19 of the Election Judges’ Manual.

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## Special Situations

No changes for Early Voting. Refer to pages 8.20 – 8.26 of the Election Judges’ Manual.

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## Standards for Acceptable Forms of ID

No changes for Early Voting. Refer to pages 8.26 – 8.27 of the Election Judges’ Manual.

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## **Standards for Unacceptable Forms of ID**

No changes for Early Voting. Refer to pages 8.27 – 8.28 of the Election Judges' Manual.

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## **Reprinting a Voter Authority Card**

No changes for Early Voting. Refer to pages 8.28 – 8.29 of the Election Judges' Manual.

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## **Resetting the Judge's Name**

No changes for Early Voting. Refer to pages 8.29 – 8.30 of the Election Judges' Manual.

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# **Chapter 9: Voting Unit Judges**

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## **Election Day Preparation**

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

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## **Voting Unit Judges' Supplies**

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

**Note: Voting Units will be set up the night before early voting commences by election staff. Voting units will be shutdown (powered off) and secured at closing for each day of early voting.**

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## **Using the Touchscreen Unit**

No changes for Early Voting. Refer to pages 9.2 – 9.3 of the Election Judges' Manual.

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## Instructions to Voters Using Touchscreen Units

No changes for Early Voting. Refer to pages 9.3 – 9.5 of the Election Judges' Manual.

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## Using an Audio Ballot (VIBS)

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

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## Other Voting Hours Activities

No changes for Early Voting. Refer to page 9.7 of the Election Judges' Manual.

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## Early Voting 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 for each voting unit and place in provided bag designated for that early voting day.
5. Pack supplies.
6. Assist the chief judges with any other tasks they assign to you.
7. Remember to sign the *Payroll Sheet*.

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

**Note: Election staff will be at each early voting site to assist with closing activities.**

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# Chapter 10: Getting the Voting Units Ready

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## General Instructions

No changes for Early Voting except voting units will have already been set up. Refer to page 10.2 of the Election Judges' Manual.

**Note:** Two election judges must complete the *Voting System Integrity Report* for each day.

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## Required Supplies

No changes for Early Voting. Refer to page 10.3 (Election Morning) of the Election Judges' Manual.

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## Setting Up the Voting Units

Voting units will already be set up for each day of early voting. Refer to pages 10.3 – 10.5 of the Election Judges' Manual for more information.

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## 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 pages 10.5 – 10.12 (Steps 1-31) of the Election Judges' Manual.

**Note:** Election staff will be present to assist in opening procedures for each day of early voting.

**Days 2 through 8 (follow steps 12-31 below and/or in Election Judges' Manual pages 10.5 – 10.12):**

**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 8.

**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 8.

**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.

**Step 31:** Place poster board or privacy screen over top of voting unit as demonstrated in training.

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### **Audio Ballot Equipment (VIBS - Visually Impaired Ballot Station)**

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

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## **Chapter 11: Closing the Polls**

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### **General Instructions**

Election staff will be present at the end of each early voting day to assist with closing. PC and CF cards will not be removed from voting units or pollbooks, respectively throughout early voting. The Election will not be ended on voting units and thus no totals reports will be printed from them as well. Refer to page 11.2 of the Election Judges' Manual for additional information.

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### **Required Supplies**

Refer to the Election Judges' Manual on pages 11.2 – 11.3 for a list of required supplies. A PC/CF Card Transportation Log will not be used for last day of early voting. Integrity reports and other pertinent election documents will be located in a binder designated for that day of early voting.

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## **Closing the Polls**

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

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## **Packing the Voting Units**

Days 1 through 7: 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 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 8: Voting Unit 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.

**Note: Election staff will be present to assist each day with closing activities.**

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## **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.

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## **Chapter 13: Common Terms and Definitions**

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 Chapter 14 of the Election Judges' Manual for regular election forms.**

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## **Appendix 1: Write-In Voting - General Election Only**

No changes for Early Voting. Refer to the Appendix 1 of the Election Judges' Manual.

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## **Appendix 2: Extended Voting Hours**

No changes for Early Voting. Appendix 2 does not apply to Early voting.

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# Appendix 3: Opening and Closing the Electronic Pollbooks

**THESE PROCEDURES WILL BE DONE BY, OR UNDER THE SUPERVISION OF, LOCAL BOARD OF ELECTIONS STAFF.**

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## Setting Up the Electronic Pollbooks and Printers



During Early Voting, the electronic pollbooks will be set up by local board of elections staff prior to your arrival.

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## Verifying the Electronic Pollbook

For more information, refer to Appendix 3 (pages A3.3 – A3.5) of the Election Judges' Manual.

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## Opening the Polls



Do not check-in voters prior to 10:00 a.m.

For more information, refer to Appendix 3 (pages A3.5 – A3.8) of the Election Judges' Manual.

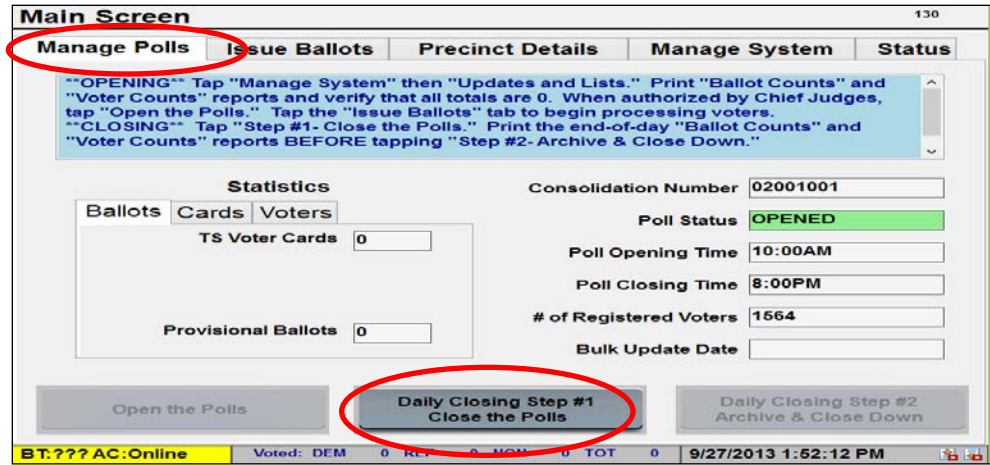
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## End-of-Day Procedures

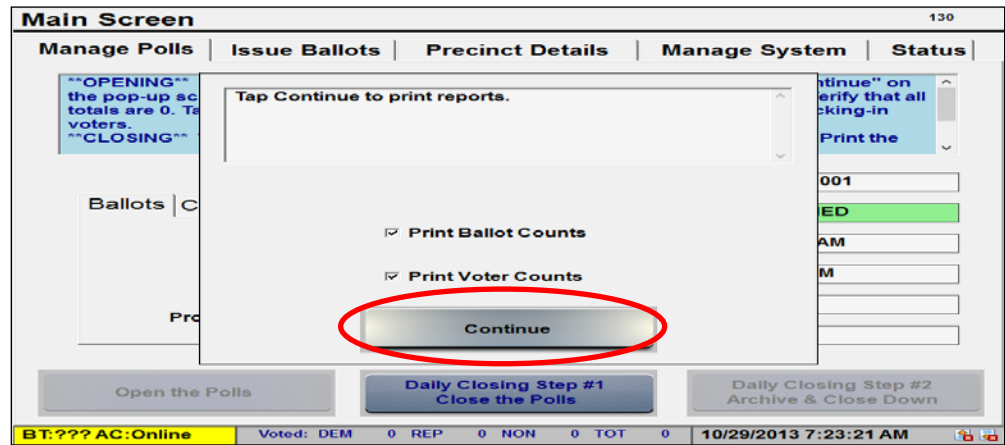


Provide all necessary voter turnout numbers to the chief judges.

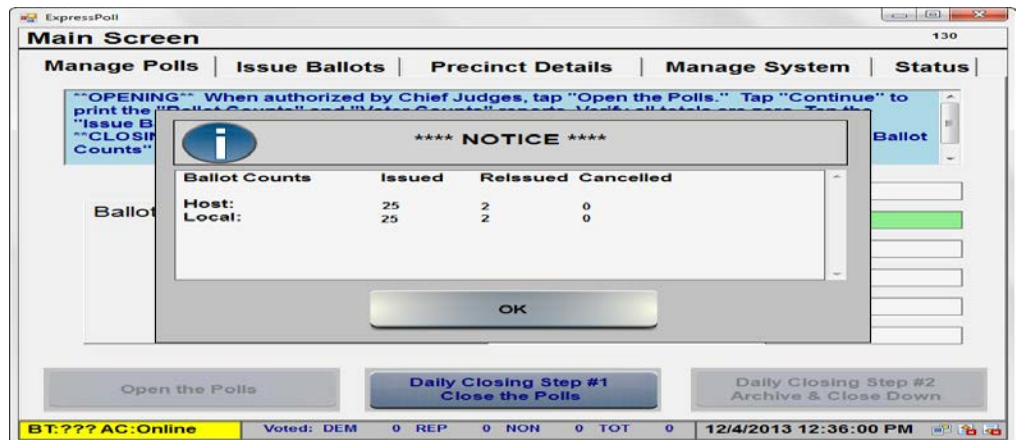
1. Return to the “Main Screen” and tap the “Manage Polls” tab.
2. Tap on the “Daily Closing Step #1 Close the Polls” button at the bottom- center of the screen. A pop-up screen will appear.



3. Tap the "Continue" button to print the "Ballot Counts" and "Voter Counts" reports:



4. After tapping "Continue" to print the Ballot Counts and Voter counts reports, the following notice will appear:

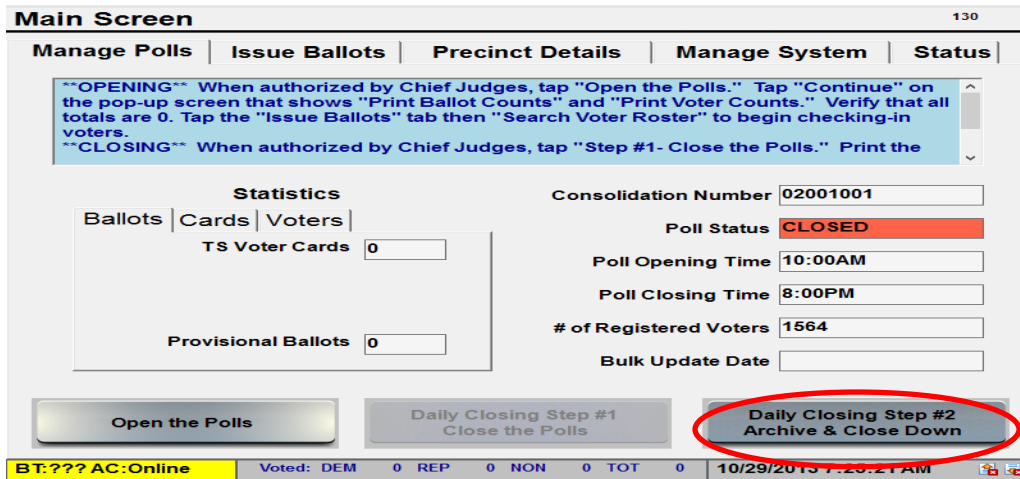


- Verify that all numbers for the “Host” and “Local” “Ballot Counts” are the same.

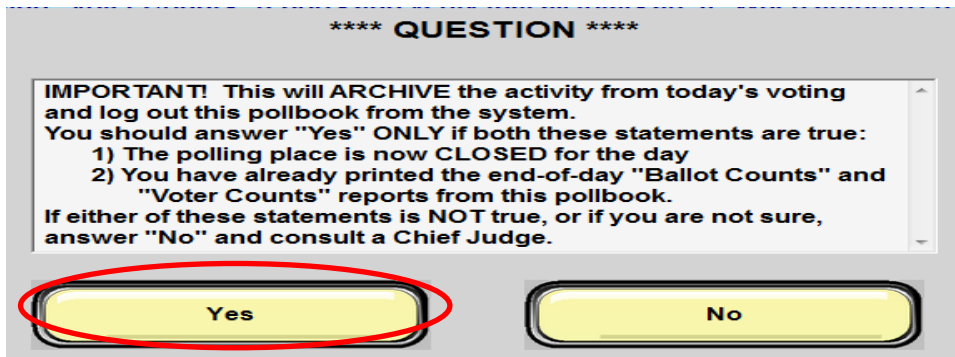
**!** If the numbers are not the same, **STOP**. Do not tap “OK”.

**!** After the “Continue” button is tapped, the “Poll Status” changes from “Opened” to “Closed”.

- After the “Ballot Counts” and “Voter Counts” reports are printed, tap the “Daily Closing Step #2 Archive & Close Down” button.



- If the Polling Place is closed for the day, **and** if the end of day “Ballot Counts” and “Voter Counts” reports have been printed, tap the “Yes” button.



- The pollbook will return to the “Launch” screen. Turn the power switch to off.
- Have the chief judges sign the “Ballot Counts” and “Voter Counts” reports and attach them to the *Electronic Pollbook Integrity Report*.

<b>Consolidated Ballot Counts Report</b>				
Poll Description: 05-1 Mt Vernon Fire Dept				
Report Date: 04/12/2010 14:49:00				
	TOT	DEM	REP	NON
TS Issued	303	149	110	44
TS Reiss	- 3	- 1	- 20	- 0
TS Canc	- 10	- 3	- 6	- 1
Net TS	290	145	102	43
Prov Issued	19	8	3	8
Prov Reiss	- 1	- 0	- 0	- 1
Prov Canc	- 1	- 1	- 0	- 0
Net Prov	17	7	3	7
Net Ballots	307	152	105	50
DEM Judge _____				
REP Judge _____				

**Note:** Reissued and cancelled ballots are subtracted from “Issued” ballots to arrive at “Net Ballots” totals for TS and provisional ballots.

<b>Consolidated Voter Counts Report</b>			
Consolidation: # 20005001 EPB Number: 999			
Poll Description: 05-1 Mt Vernon Fire Dept			
Report Date and Time: 04/12/2010 16:58:56			
	Total	Reg-TS	Prov
DEM	152	145	7
REP	105	102	3
NON	50	43	7
TOT	307	290	17
DEM Judge _____			
REP Judge _____			

**Note:** The total (“TOT”) of the Voter Counts Report should equal “Net Ballots” on the “Consolidated Ballot Counts Report.”

**Note:** Compact flash (CF) Card(s) from pollbooks will not be removed while pollbooks are at early voting sites.