

# **ELECTION JUDGE MANUAL 2018**

## **Howard County Board of Elections**

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## **Election Judge's Role**

Your role as an election judge is to ensure fair and accessible elections for all voters and to protect the integrity of the election process. In accordance with federal and State law, you must perform all the duties assigned to you by the local board of elections and perform your duties faithfully, diligently, and without partiality, partisanship, or prejudice.

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## **Election Dates & Voting Hours**

Gubernatorial Primary:

Early Voting - Thursday, June 14 through Thursday, June 21, 2018.

Polls open at 10:00 a.m. and close at 8:00 p.m.

Election Day - Tuesday, June 26, 2018. Polls open at 7:00 a.m. and close at 8:00 p.m.

Gubernatorial General:

Early Voting - Thursday, October 25 through Thursday, November 1, 2018. Polls open at 10:00 a.m. and close at 8:00 p.m.

Election Day - Tuesday, November 6, 2018. Polls open at 7:00 a.m. and close at 8:00 p.m.

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## **Arrival Time**

Election judges are expected to arrive at their assigned polling place no later than 6:00 a.m.

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## **Closing Time for the Polls**

All voters who are in line to be checked in at 8:00 p.m. are permitted to vote. After the last person who was in line by 8:00 p.m. has voted, the polls are officially closed.

Extended voting hours may be ordered. When this occurs, all election judges must continue to work. All voters who are in line to be checked in at the time extended voting hours end are permitted to vote. See *Appendix 1 – Extended Voting Hours* for additional information.

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### **Voter ID Policy**

Do not ask a voter to show ID unless the voter is marked as “Show ID” in the electronic pollbook.

If a voter offers an ID, you may accept it, but the voter must state his or her name, address, and month and day of birth.

If a voter’s identity is challenged, alert a chief judge immediately.

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### **Children Accompanying Voters**

Children 17 years of age and under may accompany a voter in the voting area as long as the child is in the care of the voter and does not disrupt or interfere with normal voting procedures.

Anyone 18 years of age or older who accompanies a voter inside the voting area must complete a *Voter Assistance Form*.

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### **Electronic Equipment in the Polling Place**

The use of electronic devices is prohibited inside the polling room. Prohibited devices include radios, televisions, cameras, cell phones, tablets, pagers, and computer equipment. The exceptions to this rule are:

1. With the approval of both chief judges, members of the media may use cameras in a polling place and within the “No Electioneering Zone” provided they do not interfere with the voting process and do not jeopardize the privacy of voters.

2. Cell phones, pagers, or computer equipment issued or authorized by the local board of elections may be used in the polling place, but only for election purposes.
3. Law enforcement officers and emergency personnel may also use such equipment when acting in their official capacities.

Voters may bring printed materials into the polling place. This includes specimen ballots, voter's guides from newspapers, and campaign literature. Voters may use electronic devices while waiting in line outside of the polling room.

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### **Line Management**

To help improve the voter experience while waiting in line:

- Have single lines leading to the check-in table, voting booths, ballot marking device, and scanning units.
- Check with voters waiting in line to make sure voters are at the correct polling place and in the correct line.
- Give voters the opportunity to review a sample ballot and instructions about the voting system and voting procedures.
- Allow voters to read literature, including information about candidates and ballot questions, while waiting in line outside or inside the polling room. Voters may read newspapers, books, fliers, and pamphlets, etc.
- Allow voters to use electronic devices (cell phones, tablets, etc.) while waiting in line outside of the polling room.
- Provide voting instructions, expected wait times, and explanations for delays to voters waiting in line.

## **Accommodating Voters in Line**

If a voter is unable to stand in line, ask another voter in line to serve as a placeholder and allow the voter needing assistance to sit until the placeholder reaches the check-in judge.



Never ask or require a voter to provide proof of a disability. A voter's disability may not be apparent to you.

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## **Important Contact Information**

Howard County Board of Elections: 410-313-5820

Normal office hours are 8:00 AM – 4:30 PM, Monday through Friday. However, several weeks before and after the election, including early voting, hours will be extended. On election day, office hours will start at 5:30 AM and conclude late election night. Office hours will cover and coincide with the hours of early voting.

Cell phone number lists for technical support on election day will be provided at election supply pickup. Technical personnel for early voting will either be on site or contact numbers provided for immediate support.

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## **Your Contact Information**

You must keep your name, address, home phone number, work phone number, cell phone number, and email address current with the local board of elections.

If you have an unlisted number, please advise the local board of elections. The phone numbers will only be released to the chief judges.

## Qualifications for Election Judges

Under Maryland law, you can serve as an election judge if you are:

1. Age 16 or older and demonstrate, to the satisfaction of the local board of elections, that you meet the requirements for an election judge and at least one parent or guardian gives permission;
2. A registered voter in Maryland;
3. Physically and mentally able to work at least a 15-hour day;
4. Willing to work outside your home precinct;
5. Able to sit and/or stand for an extended period; and
6. Can speak, read, and write English.



Some positions require election judges to be able to lift boxes and other items weighing 10 to 25 lbs.

You cannot be an election judge and a:

1. Candidate or currently hold a public or political office, including State and county political party central committees; or
2. Chairman, campaign manager or treasurer for a political or candidate committee.



In most cases, you must be affiliated with one of Maryland's recognized two major political parties. While under oath as an election judge, you must remain nonpartisan at all times.

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## Mandatory Training Class

You are required by law to attend a training class and serve on the day(s) you are assigned to work. Training compensation for election day and early voting is dependent upon serving on election day and day(s) assigned for early voting.

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## Attendance and Vacancies

If you agreed to serve as an election judge and cannot do so because of an emergency, you must notify the local board of elections immediately so the vacancy can be filled. Although we do not want a vacancy in the polling place on election day, **DO NOT** attempt to locate your own replacement.

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## Compensation

Chief Judge- \$250/day

Voting Judge- \$195/day

Check-In Judge- \$195/day

Provisional Judge- \$195/day

Greeting Judge- \$175/day

Technical Judge - \$220/day

Training for Chief Judges - \$50

Training for all other judge types - \$35

General Election Refresher Training for ALL judges (if required) - \$30

Election judges will only receive training compensation for working both the Primary and General Elections. Compensation for training and election day work performed will be paid **8-10 weeks** after an election. **PLEASE DO NOT CALL THE HOWARD COUNTY BOARD OF ELECTIONS OR THE HOWARD COUNTY DEPARTMENT OF FINANCE REGARDING INFORMATION ON PAYMENT TIMING.**

For federal and State income tax purposes, your judge wages **are** taxable. You are required to pay income tax on the wages earned as an election judge. If income taxes are not withheld from your paycheck, you are responsible for reporting and paying any relevant federal and State income taxes. You may receive a W-2 depending

on the amount of your earnings. Consult a tax professional for additional information.

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

All election judges must read and sign both the *Election Judge Oath* and *Rules of Security Behavior* prior to serving.

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## **Election Judge's Responsibilities**

As an election judge, you must:

1. Attend and participate in an election judge training class scheduled by the local board of elections;
2. Read all election materials provided to you, including this manual, and any updated information sent to you after training class and on election day(s);
3. Work each assigned day and be on time;
4. Wear your name tag and Voter Assistance sticker or button at all times;
5. Work together to be sure the polling place opens on time as required by law;
6. Accept direction from the chief judges and assist in whatever needs to be done no matter what you were originally assigned to do;
7. Work with the other election judges at your assigned polling place as a team to:
  - Maintain the integrity and confidentiality of the voting process.
  - Be sure the polling place is secure.
  - Be sure the voting equipment is secure, functioning properly, and available to all voters.

- Be sure the voted and unvoted ballots are secure at all times.
- Help reduce errors and omissions by voters.
- Complete election-related paperwork accurately.
- Comply with the procedures and policies detailed in this manual and any other instructions provided by the local board of elections.

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

1. Do not wear campaign buttons, t-shirts or other politically oriented items. Electioneering by election judges is not allowed.
2. Do not comment on candidates or political issues among your fellow election judges, voters, or anyone inside the voting room and within the “No Electioneering Zone.”
3. Serve all voters promptly and courteously. Be alert for voters needing assistance.
4. Do not leave the polling place at any time.
5. Do not smoke inside the site or at the polling place entrance.



Check all local laws and ordinances regarding smoking at a governmental facility where a polling place is located.

6. Dress comfortably and appropriately.
7. Do not bring family members or friends with you to help. Only voters and people approved by the local board of elections (e.g., election judges, challengers and watchers, staff) are allowed in the polling place.
8. Keep conversations with family members, friends, and neighbors brief and focused on the voting process.

9. Remain at your work station at all times unless you are on an assigned break, using the restroom, assisting a voter or performing a task at the direction of a chief judge.
10. Refer questions from the media and challengers and watchers to chief judges. Chief judges should refer their questions to the local board of elections or your assigned rover.
11. Only electronic devices such as cell phones, tablets and pagers issued or authorized by the local board of elections may be used in the polling place and may only be used for election related purposes.

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### **Tips for Election Judges**

1. Bring a sweater or jacket in case the polling place is cold.
2. Bring enough food and drinks to last the entire day.  
Arrangements can be made by you for food and drinks to be delivered while working at your assigned polling location.
3. Bring any medications you may need. You may not leave the polling place to get any materials.
4. Dress appropriately and comfortably; i.e. business casual.

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### **Types of Election Judges**

1. Chief Judges - work as the SUPERVISORS OF THE POLLING PLACE ON ELECTION DAY. A Republican and Democrat are appointed for each polling place. Experienced judges are appointed as chief judges.
2. Provisional Judges - manage the provisional voting process by providing a provisional ballot for a voter who is not eligible to vote a regular ballot. Judges are also responsible for completion of all the necessary paperwork associated with the provisional voting process.

3. Voting Judges - set up voting equipment which includes scanning unit(s), ballot marking device(s) and voting booths. In addition to facilitating the voting process and maintaining the security of equipment, these judges will be responsible for the issuing of paper ballots.
4. Check-In Judges - certify that voter is eligible to vote a regular ballot by verifying voter's information located on the electronic pollbook and issuing the Voter Authority Card (VAC).
5. Greeter Judges - work at designated polling places to ensure voters know where to go while being sensitive to the disabled and elderly.
6. Technical Judges- in very large polling places, technical judges will be deployed to assist the Chief Judge with functions in the polling place.
7. Alternate Judges- are on call between 6:00 a.m. and 8:00 p.m.  
*Failure to serve when requested will cause the training fee to be forfeited.*

ALL ELECTION JUDGES ARE EXPECTED TO COMPLETE OTHER DUTIES OR TASKS AS ASSIGNED BY CHIEF JUDGES.

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### **Term of Office**

The term of office is approximately two years and ends thirteen weeks before the 2020 Presidential Primary Election. You are expected to serve as an election judge for all elections held during that period.

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### **Removal of an Election Judge**

On election day, you represent your local board of elections. Each person who enters the polling place deserves your respect and courteous service.

Maintain a professional demeanor and project a positive attitude at all times. Be supportive and helpful to the voter, even under difficult circumstances.

A local board of elections shall promptly investigate each complaint it receives regarding the fitness, qualification, or performance of an election judge. Likewise, reports of harassment, threatening behavior, or behavior that compromises the integrity and security of the election process will be investigated.

A local board of elections shall remove any election judge who is deemed unfit, incompetent, or whose behavior is deemed inappropriate or unprofessional by the local board of elections. Removal from office may result in the loss of compensation and future consideration for service.

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### **How You Can Vote**

If you are assigned to work in a precinct that is not your home precinct, you may only vote during early voting or by absentee ballot. If you choose to vote by absentee ballot, request an absentee ballot from your local board of elections.

Do not take your completed absentee ballot to the polls. You are not allowed to leave your assigned polling place to deliver your ballot to the local board of elections. You must mail or deliver your voted ballot to the local board of elections before election day. You cannot submit your voted ballot online or return it by email or fax. You cannot take it to an early voting center or to a polling place.

If you mail your ballot, the envelope must be postmarked on or before election day and received by your local board of elections by 10:00

a.m. on or before Friday, July 6, 2018 for the primary election or Friday, November 16, 2018 for the general election.

If you have specific questions, please contact your local board of elections.

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## Security Rules for All Election Judges

1. Unauthorized collection, transmission, sharing, or disclosure of voter information is prohibited and will result in immediate removal from office and possible civil and/or criminal penalties.
2. Always wear the name tag and Voter Assistance button or sticker provided by the local board of elections and carry photo ID with you while performing your duties as an election judge.
3. Do not deviate from the approved *Election Judge Manual* or training without the written approval of the State Administrator of elections.
4. Ensure that all paperwork is completed as required.
5. Immediately report any security practice anomalies (e.g., incomplete or missing paperwork, voided tamper tape, broken seals, unsecured facilities or voting equipment, etc.) to the local board of elections. Do not use voting equipment that has missing or damaged tamper tape or seals. Record all such incidents in the *Election Day Log*.
6. Monitor and secure all election materials and equipment throughout the day.
7. Immediately report any suspicious, threatening, or harassing behavior or activity occurring inside the polling place or within the “No Electioneering Zone” to the local election board. Record all such incidents in the *Election Day Log*.



If there is an emergency that is a threat to public safety, call 911 immediately. Then, contact the local board of elections.

8. Do not allow any unauthorized person to touch the voting equipment. A voter shall only be permitted to handle his or her own voter authority card, ballot, or ballot activation card.

9. If you have a problem with the voting equipment, contact the Election Field Support (Rover) immediately and record the incident in the *Election Day Log*.
10. Be sure all ballots, ballot activation cards, and voter authority cards are accounted for as required. Secure all voted ballots, unvoted ballots, spoiled ballots, and voter authority cards.
11. Do not share confidential supervisor passwords with anyone and keep in a secure location until needed.
12. Be sure all memory sticks and compact flash cards are placed in the clear zipper bag and returned to the local board of elections with all materials as instructed by the local board of elections.



All election judges must read and sign both the *Election Judge Oath* and *Rules of Security Behavior* prior to serving.

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## **Equipment and Facility Security**

Always follow security rules related to the equipment and facility.

These rules include:

1. Maintaining physical security control over the voting equipment and electronic pollbooks. Follow procedures for securing the polling place;
2. Protecting and maintaining control of the memory sticks, compact flash cards and ballots during the election process at all times;
3. Verifying that the access compartments on the scanning units are secured prior to opening the polls and throughout the day;
4. Looking for any potential tampering or defacement of the voting equipment or electronic pollbooks and reporting any such activities immediately to the chief judges. The chief judges are

responsible for reporting problems to the local board of elections; and

5. Verifying that all voting equipment and electronic pollbooks are secured at the end of election night.

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## **Chain of Custody**

Chain of custody refers to the chronological documentation, or paper trail, showing the custody, control, and transfer of voting equipment, memory sticks, voted and unvoted ballots, reports, forms, and other equipment and supplies.

It is important to ensure the security of all voting materials. If called upon to do so, it is essential that you preserve the chain of custody when transporting memory sticks, keys, compact flash cards, ballot activation cards, and ballots. It is also important to maintain physical security control over the voting equipment. All reports and documentation must be completed and signed appropriately.

Chief judges from each precinct are responsible for removal of the compact flash cards from the pollbooks and the memory sticks from the Scanning Unit(s) and Ballot Marking Device(s) (BMD(s)). Memory sticks are in the Scanning Unit(s) and BMD(s) at the time of delivery to the polling places. When the polls close, the chief judges must remove the compact flash cards from ALL pollbooks, memory sticks from ALL Scanning Units and memory sticks from ALL BMDs. These items are to be placed inside the clear zipper bag for the polling place. The clear zipper bag containing memory sticks and compact flash cards is to be picked up and transported by a representative from the Howard County Board of Elections (HCBOE) to the main

election office immediately after the polls are closed. In addition, a HCBOE representative will be picking up the provisional ballot bag(s).

All voted ballots and other critical election items as outlined in Chapter 14 are to be returned to the HCBOE warehouse by the Chief Judges. Election office staff at the warehouse will check in voted ballots and other critical election items. Receipts documenting the chain of custody of memory sticks, flash cards, and provisional ballot bag(s) will be issued to the polling place chief judges at the time of pickup. A chain of custody receipt for the voted ballots and other critical election items will be issued to the transporting chief judge at time of delivery to warehouse.

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### **Integrity of the Election Process**

You have the responsibility to maintain the integrity of the election process by:

1. Asking voters if they need assistance if they do not appear to be following the instructions you provided;
2. Asking voters to remove personal items (e.g., clothing, bags, books, or any electronic equipment) from the voting booths and check-in table when finished voting;
3. Checking the polling place to be sure a voter has not left personal items or campaign materials;
4. Checking the voting equipment and electronic pollbooks to be sure they are plugged in, charged properly and tamper tape and seals are intact and show no signs of tampering; and
5. Verifying voters do not leave the polling place with a ballot, ballot activation card, or voter authority card.

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## General Guidelines



Voters with disabilities have the same rights as all other voters.

1. Be courteous and respectful.
2. Do not underestimate people with disabilities.
3. Do not put a time limit on voting.
4. Always speak directly to the voter, not to the voter's companion, aide, or sign language interpreter.
5. Offer assistance, but do not insist or be offended if your offer is not accepted. The person may not want or need assistance but your asking will be appreciated.



Never insist upon providing assistance when a voter has not requested it.

6. Be sure that there are signs to direct voters with disabilities to the most accessible way to the polling place.
7. Be aware of obstacles and hazards that could cause injury.
  - Fasten floor mats, rugs, and power cords securely or move them out of the way.
  - Keep floors as dry as possible.
8. Keep the ramps and wheelchair-accessible doors to the polling place unlocked and free of clutter.
9. If necessary, be creative in how you accommodate voters with disabilities. For example, **if a voter is unable to stand in line, ask another voter in line to serve as a placeholder**, and allow the voter needing assistance to sit until the placeholder reaches the check-in judge.

### 3.2 Voter Assistance and Cross Cultural Communication



Never ask or require a voter to provide proof of a disability. A voter's disability may not be apparent to you.

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### **Voters Who Cannot Sign Any Form(s)**



Always ask the voter before assisting.

1. Do not assume a voter cannot sign his or her own name.
  - Follow regular check-in procedures and inform the voter when a signature is required. Let the voter inform you if he or she cannot sign his or her name.
  - If the voter is blind or has low vision, the voter may ask you to guide his or her hand to the location on the paper in order for the voter to sign. Never grab the voter's hand or pen, or attempt to guide the voter's hand when not requested to do so by the voter.
2. If a voter is unable to sign his or her voter authority card, *Voter Update Form*, or any form(s), ask the voter to make an "X" or similar mark on the signature line. This mark is acceptable as that individual's signature.
3. When a voter is unable to make a mark, write the following statements on the back of the form the voter is to sign:
  - On the voter authority card: "This voter is qualified to vote but is unable to sign his or her name."
  - On all other forms except the voter authority card: "This voter is unable to sign his or her name."
  - Sign your name and write the date under the statement.

## Voters Requesting Assistance to Vote

1. A voter may select any individual to provide assistance except:
  - The voter's employer or agent of the voter's employer;
  - An officer or agent of the voter's union;
  - A person appointed as a challenger or watcher for this election; and
  - A candidate who is on the voter's ballot.



Two election judges of different political parties can also assist a voter.

2. The assistant must read and sign a *Voter Assistance Form*.
3. The assistant may assist the voter only by:
  - Reading the voter, the instructions, ballot content, or the provisional ballot application; and/or
  - Marking or casting the ballot, operating the ballot marking device or completing the provisional ballot application as directed by the voter.
4. Individuals providing assistance are prohibited from suggesting how a voter should vote on any contest.



The *Voter Assistance Form* must be completed when a voter requests the assistance of another person or two election judges of different political parties.

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### Completing the Voter Assistance Form

1. Complete Part I of the *Voter Assistance Form* – this form can be found in back of the white Chief Judges' Precinct and Information binder.
2. Ask the individual providing assistance to complete Part II of the *Voter Assistance Form*. If election judges are assisting the

## 3.4 Voter Assistance and Cross Cultural Communication

- voter, the election judges must complete Part III of the form.
- When completed, place forms in the Completed Forms folder located in the back of the Integrity Report and Payroll Binder.

**State of Maryland**  
**Voter Assistance Form**

**Instructions:** Use this form if a voter has a disability or is unable to read or write English AND requests assistance with voting or completing a provisional ballot application. Assistance is limited to: (1) reading the voter instructions, ballot content, or the provisional ballot application; and (2) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter.

**Part I – Completed by Election Judge**

Printed Name of Voter: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The voter named above has requested assistance in voting and is being assisted by:  
 A person designated by the voter (Go to Part II) or  Two election judges (Go to Part III)

**Part II – Completed by Person Designated by Voter**

Printed Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I affirm that:

- I am not the voter's employer or agent of the voter's employer;
- I am not an officer or agent of the voter's union;
- I have not been appointed as a challenger or watcher for this election;
- For a voter casting a provisional ballot, I am not a candidate who is on the voter's ballot;
- The named voter asked me to assist with marking or casting the ballot or in completing a provisional ballot application;
- I will assist the voter only by: (a) reading the voter the instructions, ballot content, or the provisional ballot application; or (b) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter; and
- I will not attempt to influence or suggest in any way how the voter should vote in any contest or question.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part III – Completed by Election Judges Assisting Voter**

\_\_\_\_\_  
Signature – Election Judge

\_\_\_\_\_  
Party Affiliation

\_\_\_\_\_  
Signature – Election Judge

\_\_\_\_\_  
Party Affiliation

SBE 10-10 (Rev. 9/15)

***Voter Assistance Form (Sample)***

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## Voters Requesting Instructions

If a voter requests instruction on how to use voting equipment or about the voting process, election judges may give instructions.

Election judges are prohibited from suggesting how the voter should vote on any contest.

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## Voters Who are Blind or Have Low Vision

- Tell the voter your name and that you are an election judge as soon as you come in contact with a voter who is blind or has low vision.
- Read any required information to the voter.
- If you are guiding a voter, offer your arm to the voter, rather than taking the voter's arm. Give the voter information that is obvious to voters who can see (e.g., stairs, obstacles, turning left, etc.).



Always ask the voter before assisting or touching the voter. Never grab the voter's arm or attempt to guide the voter unless the voter requests assistance first.

4. If a person uses a service animal, walk on the opposite side of the voter, away from the animal. Do not pet or otherwise distract a service animal without asking the owner. Be alert to others attempting to distract a service animal. Service animals are highly trained and need no special care other than that provided by the owner.



Service animals are allowed in all buildings.

5. If a person uses a cane, walk on the opposite side of the voter, away from the cane. Do not touch or take the cane from the voter. Let the voter determine where to place the cane while voting. However, it is reasonable for you to inform the person if the cane may be a tripping hazard to others.
6. Explain how the voter can get your attention if needed, and tell the voter when you are leaving.

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### **Voters with Physical Disabilities**

A voter with a physical disability may choose to vote on a ballot marking device from a seated position (wheelchair or chair).

1. Ask before pushing or touching a voter's wheelchair or equipment. Respect that people who use wheelchairs or equipment consider the equipment a part of their personal space.
2. Ask before helping. Grabbing someone's elbow could throw the person off balance. A voter with a physical disability might need

### **3.6 Voter Assistance and Cross Cultural Communication**

to lean on a door while opening it. You might cause the voter to fall if you open the door too quickly.

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### **Voters with Speech or Hearing Disabilities**

1. A voter who cannot speak can give the check-in judge his or her required information by writing it. Check-in judges should have paper and pens readily available.
2. Follow the voter's cues to determine whether speaking, gesturing, or writing is the most effective method of communication.
3. If you can communicate with the voter by speaking, speak calmly, slowly, and directly to the voter. Use short, simple sentences. Ask one question at a time. Do not shout. Your facial expressions, gestures, and body movements will help the voter understand you.
4. Do not speak for the voter or attempt to finish his or her sentences.
5. Rephrase, rather than repeat, sentences that the voter does not understand. If the voter is still having difficulties, write it down on paper.
6. If you do not understand something the voter has said, ask the voter to say it again. Do not pretend that you understand. If you are still having difficulties understanding, provide the voter with a pen and paper and ask the voter to write down what he or she said.
7. Speak directly to a person ("What is your name?"), not to his or her sign language interpreter ("What is his name?").

## **Voters with Cognitive Disabilities**

A voter with a cognitive disability may have difficulty comprehending, reading, writing, or communicating. The voter may choose to have someone assist him or her while voting. Do not challenge a voter's cognitive ability.

1. Be prepared to repeat what you say – either orally or in writing.
2. Allow time to understand the voter and make sure that the voter understands you.

---

## **Tips for Cross-Cultural Communication**

As an election judge, you will be assisting individuals of different backgrounds, ethnicities, cultures, and language abilities. Be patient and helpful, as this may be a new experience for some voters. Here are some effective communication tips.

1. **Be clear and concise. Avoid slang and jargon.**
2. **Be alert for the non-verbal language of those whose cultural background is different from your own. Also, be aware of your own “body language” that others may misinterpret.**
3. **Speak slowly, directly and simply; be specific.**
4. **Allow pauses, do not talk too much, and organize your thoughts.**
5. **Recap conversations and check for understanding often.**
6. **Do not embarrass the person when checking for understanding.**
7. **Listen carefully and patiently.**
8. **Use the written word as well as the spoken word. If English is a person's second language, it may be easier to read English than to hear it.**
9. **Understand the person's perspective of being in a foreign setting and culture and confronted with an unfamiliar language.**
10. **Do not assume that undeveloped English language skills mean a person is uneducated.**

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

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## **Electioneering**

Electioneering is prohibited in the polling place and within 100 feet of the entrance and exit to the polling place (“No Electioneering Zone”). No electioneering, political activity, or posting or distributing of campaign materials may take place within the “No Electioneering Zone.”

Election judges are forbidden from electioneering and/or partisanship while working at the polling place. You may not wear or display any political material or express political opinions while you are in the polling place or while performing the duties of an election judge.

“Electioneering” includes wearing clothing that supports or opposes a candidate, ballot issue, or political party. The ban on electioneering does not apply to political messages on clothing, buttons, badges, or the like worn by a voter who is on his or her way into the polling place or inside the polling place to vote. Voters are allowed to wear clothing, buttons, or the like with a political message but are not allowed to linger in the polling place or within the “No Electioneering Zone.”

Throughout the day, monitor the activity outside the polling place and instruct anyone electioneering within the “No Electioneering Zone” to stay outside the marked boundary. If individuals persist, chief judges must call local law enforcement and request that the individuals be removed from the property. Also, election judges are advised to immediately remove political materials left behind in the polling place by voters.

Election judges should not apply the “No Electioneering Zone” restriction to lawn signs or other speech on private property that falls

within the 100 foot zone unless the election judge, or local board of elections, can articulate a reason why the restriction is necessary to prevent voter confusion, harassment, or intimidation. Election judges may request that a property owner limit display of campaign signs to areas beyond 100 feet, but any effort to enforce compliance by a person at that person's residence should be referred to the local board of elections for appropriate action.



If you have any questions, ask the chief judges.

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### **Exit Polling**

Organizations and individuals sometimes conduct “exit polling” to gather information about how individuals voted. Exit polling is permitted within the “No Electioneering Zone” subject to the direction of the chief judges.

Individuals conducting exit polling must:

1. Stay outside the polling room;
2. Not ask questions until after the voter has voted and left the polling room;
3. Inform voters that participation is voluntary; and
4. Not electioneer within the “No Electioneering Zone.”



Chief judges should try to accommodate exit pollsters. However, chief judges are reminded of their duty to maintain order in and around the polling place including limiting activities that create delays or disruptions in the voting process or access to the polling room. Chief judges may designate an area for exit polling outside the polling room and limit the number of people for each organization or the number of groups polling.

## **Challengers and Watchers**

Maryland law allows designated individuals to serve as challengers and watchers. Challengers and watchers represent candidates, political parties, or proponents and opponents of ballot issues.

Accredited challengers and watchers are election observers who have access to polling places to observe all election day activities.

1. To be an accredited challenger and watcher, an individual must have a certificate completed by one of the following persons or entities:

- The State Board of Elections;
- A local board of elections;
- A candidate (including filed write-in candidates);
- A political party; or
- Any other group of voters supporting or opposing a candidate, principle, or proposition on the ballot.

2. Challengers and watchers have the right to:

- Be in the polling room at least 1/2 hour before the polls open;
- Be in the polling room at any time when the polls are open;
- Be in the polling room during the completion of all tasks associated with closing the polls. Challengers and watchers must be inside the polling room before the polls close.
- Maintain a list of registered voters who have voted or individuals who have cast provisional ballots, and take the list outside of the polling place;
- Be positioned where they can see and hear each voter as the voter checks in to vote and can observe the activities

in the polling room. The chief judges will determine where challengers and watchers will be positioned. Chief judges are not required to place challengers and watchers directly behind the check-in table or where they can see the screen of the electronic pollbooks;

- Challenge a voter's identity; and
- Periodically throughout the day, may request:
  - a. One of the chief judges to accompany him or her to the scanning unit not currently being used by voters to verify the tamper tape and see the public counter; and
  - b. One of the check-in judges to allow him or her to see the number of voters who have been checked in to vote (located at the bottom, center of the "Find Voters" screen of the electronic pollbook).



Chief judges have the discretion to determine if the polling place is too busy at the time of a request and then comply with the request during non-peak voting times.

3. Except as described above, a challenger and watcher may not move about the polling place during voting hours. A challenger and watcher who wants to talk with a voter must do so outside the polling place and outside the "No Electioneering Zone."
4. In addition, a challenger and watcher cannot attempt to:
  - Find out how a voter voted or intends to vote;
  - Talk with any voter in the polling room;
  - Assist any voter in voting;
  - Interfere with the election process or impede a voter's access to an election judge;
  - Physically handle an original election document; or

- Use a cell phone, laptop, pager, or other electronic equipment in the polling place.



Chief judges may ask the challengers and watchers to leave a polling place before it opens if the challengers and watchers will prevent the timely opening of the polling place. A majority of the elections judges must agree.



Chief judges may remove any challenger or watcher who interferes with the work of the judges, violates the prohibitions listed above, or does not follow an election judge's order.

**State of Maryland**
  
**Challenger & Watcher Certificate**

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**Part I – Instructions and Information**

**Instructions to Designating Candidate or Entity:** You may designate a Maryland registered voter as a challenger and watcher if you are: (a) a candidate; (b) a political party; or (c) any other group of voters supporting or opposing a candidate, principle, or proposition on the ballot. (To be eligible, the group of voters must form a political committee under section 13-207 of the Election Law Article.)

Before designating any individuals, please read the State Board of Elections' *Instructions and Information for Challengers, Watchers, and Other Election Observers* (available at [www.elections.state.md.us/eet\\_involved/index.html](http://www.elections.state.md.us/eet_involved/index.html)). Please provide the State Board's instructions to any individual you designated as a challenger and watcher.

**Instructions to Challenger and Watcher:** Please read the State Board of Elections' *Instructions and Information for Challengers, Watchers, and Other Election Observers* (available from your designating candidate or entity or at the website listed above). You must have this certificate when you are acting as a challenger or watcher; you will not be permitted to remain in the voting area without a signed certificate. Give an extra copy of this signed certificate to the election judges when you arrive at an early voting center or polling place.

As a challenger and watcher, you have the right to:

- Enter the voting area at least (but no later than) 30 minutes before voting hours begin;
- Enter or be present in the voting area at any time during voting hours;
- Remain in the voting area until all post-voting tasks have been completed and the election judges leave the voting area;
- Maintain a list of registered voters who have cast a ballot or individuals who have cast provisional ballots;
- Enter and leave the voting area to take outside information that identifies individuals who have cast ballots; and
- Be positioned near the election judges so that you may see and hear each voter as the voter checks in to vote.

You cannot attempt to: (a) determine how a voter voted or intends to vote; (b) talk with any voter in the voting area; (c) assist any voter in voting; (d) physically handle an original election document or equipment; (e) interfere with the election process or impede a voter's access to election judges; or (f) use a cell phone, laptop or other electronic equipment in a voting area.

You may be removed by an election judge if you do not follow an election judge's order or attempt a prohibited act.

**Part II – Certificate Designating Challenger and Watcher**

I/We certify that \_\_\_\_\_, Name of Designating Candidate or Entity has designated \_\_\_\_\_, Name of Challenger/Watcher a registered voter, to act as a challenger or watcher for the  20\_\_\_\_ Primary Election OR  20\_\_\_\_ General Election. (check only one)

This individual will act in this capacity  on election day (complete Part A) and/or  during early voting (complete Part B). (check all that apply)

**Part A: I/We designate this individual as a Challenger or Watcher for the following precinct(s) on election day:**

District/Precinct or Ward/Precinct	Name of County or Baltimore City

**Part B: I/We designate this individual as a Challenger or Watcher on the following days and at the following early voting locations:**

Early Voting Dates	Name of Early Voting Center	Name of County or Baltimore City

\_\_\_\_\_ Signature of Designating Candidate or Officer of Designating Entity     
 \_\_\_\_\_ Office sought by candidate     
 \_\_\_\_\_ Date

SBE 10-312 Rev. 9/2011


### ***Challenger and Watcher Certificate – Sample***



The right of an individual to vote may be challenged **ONLY** on the grounds of **identity**. The challenge must be made before the individual is issued a ballot, ballot activation card, or a voter authority card.

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## Voter Identity Challenges

 This is a chief judge function only. A chief judge must follow all procedures for challenging a voter's identity.

The right of an individual to vote may be challenged ONLY on the grounds of identity. The challenge must be made before the individual is issued a ballot, ballot activation card, or a voter authority card.

Individuals (i.e., accredited or non-accredited challengers) may enter the polling room for the sole purpose of challenging the identity of other individuals trying to vote. A non-accredited challenger must follow the same rules and restrictions as an accredited challenger but must leave the polling place as soon as the challenge is made. A majority of election judges may limit the number of challengers in the polling place.

Election judges may also challenge the identity of an individual trying to vote. If this happens, a chief judge must follow all procedures for challenging a voter's identity. Unlike other non-accredited challengers, you are not required to leave the polling place following a challenge.


If a voter's identity is challenged:

1. Ask the voter for an acceptable form of ID.

**The following are acceptable forms of ID:**

- The individual's voter registration card;
- The individual's social security card;

- The individual's valid Maryland driver's license or MVA ID Card;
- Any ID card issued to the individual by the federal, State, or local government;
- Any employee ID card of the individual that contains a photograph of the individual and is issued by the employer; or
- A copy of a current bill, bank statement, government check, paycheck, or other government document that shows the name and current address of the individual.

 The individual's social security card is an acceptable form of ID for a challenged voter. A social security card is not an acceptable form of ID for a voter whose "status" is "pending" ("Pend1" or "Pend2") in the electronic pollbook.

2. If the voter presents an acceptable form of ID, have the voter return to the check-in line to continue the check-in process.
3. If the voter cannot present an acceptable form of ID:
  - The challenger and challenged voter must complete their portion of the *Affidavit for Challenger & Challenged Voter*. The chief judge must witness the challenger and challenged voter signing the affidavit and may provide additional information in Part III. Form can be found in white Chief Judges' Precinct and Information binder;
  - Have the voter return to the check-in line to be checked in as a provisional voter (provisional reason code #8 "Identity challenged and cannot provide acceptable form of ID");
  - Escort the voter to the provisional ballot judge; and
  - Instruct the provisional ballot judge to attach the *Affidavit* to the outside of the voter's provisional ballot envelope.

4. If election judges believe a challenger or watcher is making challenges that are not supported by specific information about the voter's identity, call the local board of elections office for assistance.
5. The chief judge should write the details of the challenge in the *Election Day Log*.

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### **Individuals Attired or Equipped as Officials**

At a polling place and within the “No Electioneering Zone,” a person may not wear clothes or equipment that create the appearance that the individual is performing an official or governmental function in connection with an election. This includes:

- Wearing a public or private law enforcement or security guard uniform;
- Wearing an armband: or
- Carrying or displaying a gun or badge.



Law enforcement officers or security guards who are on duty, traveling to or from duty, or who are performing an official governmental function may vote while wearing a uniform.

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### **Polling Place Evaluators**

Members and staff of the local board of elections or other individuals approved by the Maryland State Board of Elections or the local board of elections will make unannounced visits to polling places to evaluate the election judges' compliance with procedures and their general performance.

Evaluators use a *Polling Place Evaluation Form* when conducting evaluations. During the visit, evaluators may speak with election judges and inspect reports but are not allowed to hinder or interfere with the voting process.

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## General Information

The security of voting materials and equipment is very important. You must follow the chain of custody procedures when picking up and returning voting materials and equipment. This includes, memory sticks, compact flash cards, passcodes, keys, ballot activation cards, and paper ballots. It is also important to maintain security control over the voting equipment.



All reports and forms **MUST** be completed and signed appropriately.

All election judges are expected to work together as a team to ensure that the polling place opens on time as required by law and when closing the polls.

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## Election Day Preparation

Election supply pickup will occur on Sunday, June 24, 2018 (for Primary Election) and Sunday, November 4, 2018 (for General Election) from 9:00 AM – 2:00 PM at the Howard County Board of Election's warehouse (directions will be provided at training). Chief judges for each respective polling place should decide between them who will be responsible for this duty. In addition, chief judges for each polling place must schedule a pre-election meeting for the evening before the Primary and General Elections. All assigned judges to each polling place must attend this meeting. The pre-election meeting's purpose is to set up pollbooks, tables and chairs, voting booths and post-election signage. In addition, voting equipment will be set up for charging purposes only. Use the polling place schematic provided at election supply pickup to assist with set up **(DO NOT open voting equipment during pre-election meeting)**.

## 5.2 Chief Judges

Voting judges may assist chief judges with set up of voting equipment during pre-election meeting and opening of equipment with election day preparation as part of a bipartisan team.

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### **General Responsibilities of Chief Judges**

1. Manage tasks and activities in the polling place. Call the local board of elections or your assigned rover for any assistance.
2. Supervise election judges.
  - Confirm that all election judges have arrived and are working to open the polling place on time.
  - Verify that all election judges have signed the payroll sheet.
  - Assign duties and break times, especially for meals. Chief judges may fill in for election judges to allow for breaks.
3. Be sure that all rules and procedures in this manual, in training, and stated by the local board of elections are followed.
4. Be sure that the polling place operates in a peaceful, orderly manner and in accordance with all applicable policies and procedures.
5. Monitor the line of voters waiting to check-in and to be issued ballots. Also, monitor the line of voters waiting for an open voting booth or provisional ballot. Alert the elections office if lines are unexpectedly long (e.g., voters are waiting 30 minutes or longer in line to vote).
6. Be sure that **only** voters who are required to present ID are asked to do so.
7. Be sure that the following policy regarding the use of the ballot marking device is being followed:

- Chief judges have exclusive responsibility for all activities as it relates to voters issued a ballot activation card and using the ballot marking device.
  - Any voter may ask to use the ballot marking device. **Do not** ask why the voter needs or wants to use it or ask for proof that the voter needs to use it.
  - If a voter wants to use the ballot marking device, offer to explain the accessibility features of the ballot marking device.
  - Make sure that at least 2 voters use the ballot marking device during the day. If the minimum number of voters have not used the ballot marking device by 6:00 p.m., direct voters to use the ballot marking device until 2 voters have used it.
8. Assist voters as needed.
  9. Answer questions and provide instructions to voters, election judges, the media, and challengers and watchers. Serve as a liaison between people in their polling place and the local board of elections.
  10. Record any problems, issues, or unusual situations in the *Election Day Log* including:
    - Any alleged malfunction of the voting equipment (scanning unit and ballot marking device), electronic pollbooks, or other equipment;
    - Issues that may require further investigation; and
    - Issues regarding the conduct of challengers and watchers, election judges, media, electioneers, and voters.

## 5.4 Chief Judges



Be specific and include the voting equipment number and the names of all people involved.

11. Report any potential issues with voting equipment to the assigned technical rover for the polling place.
12. Be sure that voters do not leave the polling place with voting equipment, supplies, voter authority cards, ballot activation cards, or ballots.
13. Periodically check the power supply and the charging status of all voting equipment.
14. Be sure that tamper tape is properly attached to the voting equipment, transfer bins, and carts, and is not voided.
15. Be sure that all rules and procedures for polling place security and voting equipment security are followed. See *Chapter 2 – Security Rules and Awareness* for more information.
16. Be sure that voting equipment, including any that are shut down, are not removed from the polling place without authorization from the local board of elections.
17. Be sure that all election day forms are completed and signed as required.

---

### **Absent Election Judges**

If an election judge does not arrive at the polling place by the time designated by the local board of elections, notify the local board of elections **immediately**. The local board of elections will send a replacement election judge as soon as possible or instruct you to appoint replacement election judges in accordance with State law.



Election judges must continue to set up the polling place and open the polls on time, even if only one political party is represented among the election judges.

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## Pre-Election Day Setup

**⚠** Some chief judges may have authorized access to the polling place the night before election day. If so, some tasks listed below may be done the night before election day. **Do not open the voting equipment or run opening reports from the scanning units or electronic pollbooks until election morning.**

Voting equipment, booths, tables and pollbooks must be set up according to the polling place schematic provided at supply pick up and located in the *Last Minute Information* folder. Any deviations from the schematic must be approved by your rover.

1. Review the schematic for your polling place. Be sure that the polling place is properly set up as illustrated in the polling place schematic.
  - Plan for voter lines at check-in tables and waiting for voting equipment.
  - Plan for line management, challengers and watchers, electioneers, and media.
  - Check the locations of the doors, accessible entrances and electrical outlets.
  - Verify that all voting equipment has been received.
  - Arrange your tables, voting booths, and equipment for maximum voter privacy.
  - Check the power to the voting equipment and pollbooks.
2. Verify that the polling place entrance, including the accessible entrance, will be open for:
  - Election judges to set up the polling place both the night before and on election morning; and

### 5.6 Chief Judges

- Voters when voting hours begin and will remain open until closing time.
3. Check that all supplies have been delivered and that the supplies are in good working order. Refer to the *Election Supply* list located in the *Last Minute Information* folder received at pick up for supply information, location and instructions. Notify your assigned rover immediately for any missing or defective supplies.
  4. Check and verify that all cart(s), voting equipment, electronic pollbooks, provisional ballot bag(s), and ballot transfer bins have been delivered and are properly sealed.
  5. Check for damage, make note of anything you find in the *Election Day Log*, and immediately report it to the local board of elections.

### **Check-in Area**

Be sure that:

1. Check-in judges have received and read the *Check-in Judge's Checklist*.
2. Cases with the electronic pollbooks and printers are set up.
3. All power cords and cables are plugged in and are properly secured or out of the way.
4. Check-in supplies are set out.

### **Ballot Issue Area**

Be sure that:

1. Table(s) and chairs have been set up.
2. White ballot divider box(es) for storing unused ballots have been set up.
3. Ballot issuance table supplies have been set out.

## **Voting Area**

Be sure that:

1. Voting judges have received and read the *Voting Judge's Checklist*.
2. All voting equipment and voting booths are set up.
3. The ballot marking device is set up and headphones and keypad are ready to use.
4. All compartments on the scanning unit and ballot marking device are locked and tamper tape or seals have been applied, as required.
5. All power cords are plugged in properly.
6. All voting equipment supplies are checked and set-up.

## **Provisional Voting Area**

Be sure that:

1. The provisional ballot judge has received and read the *Provisional Ballot Judge's Checklist*.
2. All provisional supplies have been checked.
3. Table, chairs and privacy booths (cardboard) are set up.
4. Provisional ballot bag(s) must not be opened during pre-election meeting.

## **Other Areas**

Be sure that:

1. All election day signs have been posted.
2. The "No Electioneering Zone" has been marked.
3. Handicap parking spaces are marked and open to voters.
4. Any other items sent to improve accessibility have been set up.
5. There are no obstacles and hazards inside the polling place that could cause injury.

- Fasten floor mats, rugs, and power cords securely or move them out of the way; and
- Keep floors as dry as possible.

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## **Election Morning Set-up**

All tasks are supervised by chief judges.

Arrive at 6:00 a.m.

Make sure you sign the *Payroll Sheet*.

## **Check-in Area**

Be sure that:

1. The *Ballot Counts Report* and the *Voter Counts Report* have been printed from the electronic pollbooks and have been attached to the *Electronic Pollbook Integrity Report*.
2. The “Opening” section of the *Electronic Pollbook Integrity Report* has been completed and signed.

## **Ballot Issue Area**

Be sure that:

1. The correct amounts of ballots, ballot styles, and ballot activation cards have been delivered. Ballot activation cards should be securely stored at the chief judges’ table.
2. The *Ballot Opening Certificate* has been completed and signed.
3. Unused ballots are being stored securely in provided white ballot divider box(es).
4. Spoiled ballot envelope, Voting Judges' folder, privacy sleeves, pens, ballot magnifiers and all other necessary supplies have been set out.

## **Voting Area**

Be sure that:

1. Opening procedures are completed.

2. A *Configuration Report* and two *Zero Reports* have printed from each scanning unit.
  - Separate the Zero Reports at the signature section;
  - Sign both reports;
  - The first Zero Report (with the Configuration Report still attached) is attached to the *Scanning Unit Opening Integrity Report*, and
  - The second Zero Report is printed and is posted for public viewing.
3. The ballot marking device is set up, turned on and headphones and keypad are ready to use.
4. All compartments on the scanning unit and ballot marking device are locked and tamper tape or seals have been applied, as required.
5. All power cords are plugged in properly.

### **Provisional Voting Area**

Be sure that:

1. The provisional judge has received and read the *Provisional Ballot Judge's Checklist*.
2. All provisional supplies have been checked.
3. The opening section of the *Provisional Opening & Closing Certificate* has been completed.



New for this election, there will be no ballots given to the Provisional Judge before the election. All ballots issued to provisional voters will come from the ballot issuance table. Thus, there will be NO Envelope # 2 containing unused ballots in the delivered provisional supplies. Chief Judges will be responsible for obtaining the proper ballot style based on the provisional voter's voter authority card (VAC) from the ballot issuance table.

## **5.10 Chief Judges**

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## **During Voting Hours Responsibilities**

### **Check-in Area**

1. Verify that all electronic pollbooks are synchronizing and charging.
2. Verify that check-in judges are efficiently processing voters.
3. Assist with voters qualified for a provisional ballot as needed. Escort ALL provisional voters with their signed VAC in your hand to provisional judge.
4. Verify challengers and watchers have a signed *Challenger and Watcher Certificate*. See the *Instructions and Information for Challengers, Watchers and Other Election Observers* for more information located in white Chief Judges' Precinct and Information binder.
5. Process challenged voters and complete the *Affidavit for Challenger and Challenged Voter* as needed. See *Chapter 4 - People and Activities in the Polling Place* for more information.
6. Verify that check-in judges are completing the *Voter Update Form* and *Voter Assistance Form* as necessary.
7. If necessary, complete the "During Voting Hours" section of the *Electronic Pollbook Integrity Report*.
8. Provide assistance to voters as requested.
9. Verify that all voters in line at 8:00 p.m. when the polls close are allowed to check-in.

### **Ballot Issue Area**

1. Verify unused ballots are being stored in a secure manner;
2. Verify privacy sleeves are being recycled from scanning unit(s);
3. Verify all spoiled ballots are being properly documented on the *Spoiled Ballot Tally Sheet* and placed in the Spoiled Ballots envelope.

4. For a Primary Election and consolidated polling places, verify voting judges are issuing the correct ballot style as indicated on the voter's VAC.

For more detailed instructions, go to Chapter 7 - Issuing Ballots.

### **Voting Area**

1. Verify voting judges stationed at the ballot issuance table are checking for provisional VACs. They should only be issuing ballots to voters with a regular VAC. A provisional VAC will clearly state "Provisional Ballot" at top and "DO NOT ISSUE REGULAR BALLOT" in ballot style issue area of VAC.  
New Process: A chief judge will present a provisional VAC to voting judge(s) stationed at the ballot issuance table for the purpose of obtaining a ballot for a voter qualified to vote provisionally.
2. Verify that all voting equipment is plugged-in and charging.
3. Verify that all tamper tape and security seals are properly applied and are intact or not voided.
4. Verify that the number of voter authority cards collected matches the public count indicated on the scanning unit.
5. Verify voting judges stationed at scanning unit are preventing voters having a provisional VAC, orange privacy sleeve or NO VAC from scanning their ballot.
6. As directed by the local board of elections, periodically check the "Public Count" on the scanning unit to prevent exceeding the capacity of the ballot transfer bin located inside the scanning unit.
7. Verify that all voters in line when the polls are scheduled to close are allowed to vote.

### **At the ballot marking device:**

1. When a ballot marking device is not being used, verify that it is charging.
2. Provide instructions to voters on how to use the ballot marking device to mark their ballot (chief judge responsibility).
3. Protect voter's privacy and the secrecy of the ballot. **Do not** look at or ask to see the screen on the ballot marking device when a voter is voting (chief judge responsibility).
4. Direct or escort voters to the scanning unit to cast their ballots (chief judge responsibility).
5. Verify that tamper tapes and seals are present and intact.
6. Be sure there is no trash, graffiti, or other items left by voters in voting booths or anywhere else in the voting area.
7. Keep the touchscreen of the ballot marking device clean. Use the cloth provided to periodically clean the screen.

### **Provisional Voting Area**


1. Verify that provisional judges are correctly processing voters.
2. Monitor the supply of provisional ballot applications. Contact the local board of elections immediately when the supply of applications is low.
3. Escort all provisional voters to the provisional table and get a ballot for each voter from the ballot issuance table.
4. Check that the orange provisional ballot bag is not full.
5. Check that the orange provisional ballot bag remains locked and is in a secure location.

### **Other Areas**


1. Periodically check that the accessible parking and the path from the parking lot are not obstructed and are clearly marked.

2. Periodically check that the accessible entrance is unlocked and the path to the voting room is clearly marked.
  3. Periodically check the line of voters waiting to vote. Use the line management strategies listed in *Chapter 1 – General Information*.
  4. Post and call-in voter turnout numbers as instructed by the local board of elections.
  5. Check activity outside in the “No Electioneering Zone.”
  6. Complete the *Election Day Log* as needed.
- 

### **Fleeing Voters**

 If a voter who was issued a ballot has walked away without casting the ballot, election judges should attempt to find the voter so he or she can finish casting the ballot.

1. When a ballot or ballot activation card and the voter authority card are found, a chief judge, in the presence of an election judge from a different party, must spoil the ballot as follows:
  - For regular paper ballots: Fill in all of the ovals for each contest (overvote all contests) and write “spoiled” on the ballot.
  - For ballot activation cards: Use a marking pen to cover up all selections and write “spoiled” on the ballot activation card.

 Printed ballot activation cards will only show the voter’s selections. Therefore, all selections must be covered. Cover all printed barcodes appearing on the ballot activation card.

- Place the ballot in the “Spoiled Ballot Envelope.”
- Spoil the voter authority card by writing “fleeing voter” across the voter authority card.

- Put the voter authority card in the “Spoiled VAC Envelope.”
- Reset the voter’s “Ballot Issue Status” in the electronic pollbook. See “Resetting a Voter’s Ballot Issue Status (Chief Judge Only)” in this chapter.
- Record the incident in the *Election Day Log*.



These voters are permitted to check-in to vote if they return later.

2. If the voter’s voter authority card is not found, spoil the ballot as follows:

- For regular paper ballots: Fill in all of the ovals for each contest (overvote all contests) and write “spoiled” on the ballot.
- For ballot activation cards: Use a marking pen to cover up all selections and write “spoiled” on the ballot activation card.
- Put the ballot in the “Spoiled Ballot Envelope.”
- Record the incident in the *Election Day Log*.



If these voters return to vote, the “Ballot Issued” status in the electronic pollbook will indicate that a ballot has already been issued to the voter. These voters may only be issued a provisional ballot.

---

## Resetting a Voter’s “Ballot Issued” Status

This is a function of the chief judge only. Resetting the “Ballot Issued” status on the electronic pollbook by a chief judge allows check-in judges to properly check-in voters who were previously checked-in under the following circumstances.

In all cases, it must be confirmed by the election judges that the voter did not cast their previously issued ballot.



A voter who claims that the ballot was not cast, and it cannot be confirmed that the ballot was not cast, must be issued a provisional ballot.

This applies to the following voters:

- Voters who were mistakenly checked-in under another voter's name ("misidentified voters").
- Voters who alert election judges that they must leave the polling place before marking or casting their ballot. If this voter returns later in the day, the voter may be checked-in to vote.

To reset the voter's ballot issued status in the electronic pollbook, perform the following steps:

1. Retrieve voter authority card from the voter. Use the information on the voter authority card to search for the voter's name in the electronic pollbook.
2. Tap on the row of the voter whose "Issued" field is to be changed.

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	05/02 /1842	Active	REG Issued	REP

1 voters found.

Find by Name | Find by Address | Find by ID

Last Name: LINC | Middle Init: |  
First Name: | Birth MMDD: |  
Zip Code: |

Search Precinct/EV Count  
Search State (add mi)

Clear ALL  
Return to Main

BT:??? AC:Plugged In | Voted: TOT 2 | 11/19/2016 3:25:30 PM

3. On the "Voter Record" screen, confirm that this is the voter whose "Issued" field must be changed. Then tap on the "Identification" tab.

**Voter Record** 260

Linc Abraham Quincy Main StAPTA Anytown 12345

Voter Details **Identification** Voter History Precinct Details

This voter has already been issued a ballot.  
 1) If this is the correct voter, the ballot was NOT cast, a Chief Judge may "Re-Issue" another card.  
 2) If the voter was mis-identified and the ballot was NOT cast, a Chief Judge may "Remove Ballot Issued" under the "Identification" Tab.  
 NOTE: If the previous ballot issued WAS cast, this voter may vote by Provisional Ballot only.

Precinct 001-001-1 DOB 05/02/1842 Status Active

Registered name: Party Republican REG Issued **REG Issued**

ID Required

Comments  
 CONG=03; LEGIS=32; COUNCIL=001

Re-Issue Standard Ballot Issue Provisional Ballot Go Back

BT:??? AC:Plugged In Voted: TOT 1 11/20/2015 11:00:30 AM

4. Tap the "Remove Ballot Issued" button.

**Voter Record** 260

Linc Abraham Quincy Main StAPTA Anytown 12345

Voter Details Identification **Voter History** Precinct Details

Tap the "Reprint VAC" button to reprint a VAC.  
 \*\*\*NOTE: IF a voter access card has been issued to the wrong voter, AND the error is caught BEFORE the ballot is cast, the Chief Judge will use the "Remove Ballot Issued" button.

Voter ID 3

Show ID

City Name Anytown

Reprint VAC **Remove Ballot Issued** Go Back

BT:??? AC:Plugged In Voted: TOT 1 11/20/2015 3:02:20 PM

5. Enter the password and Tap "OK – Perform Supervisor Function."

**Voter Record** 260

Linc Abraham Quincy Main StAPTA Anytown 12345

Voter Details Identification Voter History **Precinct Details**

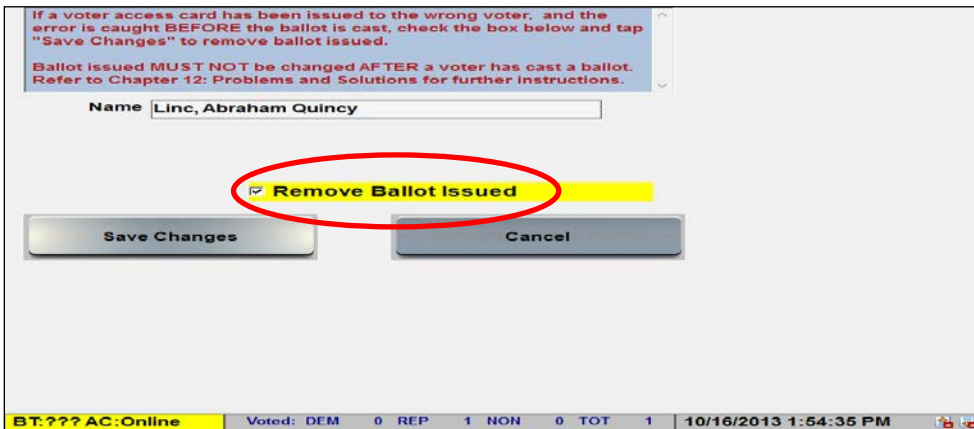
Enter your supervisor password using the keypad. Then tap the OK button to proceed.

Password \*\*\*\*

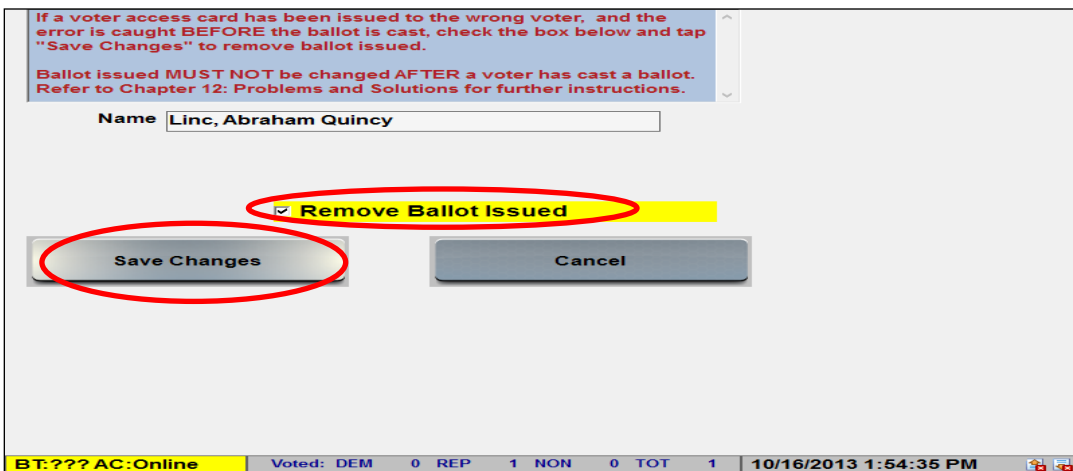
OK - Perform Supervisor Function Go Back

BT:??? AC:Online Voted: DEM 0 REP 1 NON 0 TOT 1 9/27/2013 4:38:17 PM

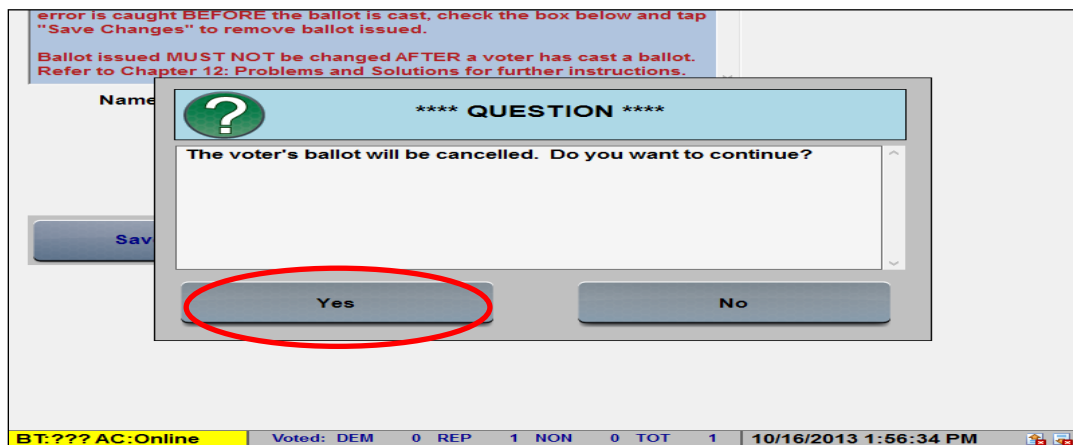
6. Tap the "Remove Ballot Issued" box in the middle of the screen.  
Make sure that there is a check in the box.



7. Tap the "Save Changes" button.



8. Tap "Yes" when the message box appears.



9. A *Cancelled Ballot Confirmation Stub for Voter Authority Card* will print to confirm the cancelled ballot.

- Initial the confirmation stub and attach it to the cancelled voter authority card and/or ballot or ballot activation card.
- Place the cancelled voter authority card in the “Cancelled VAC Envelope.”

10. The electronic pollbook will return to the “Identification” tab on the “Voter Record” screen.

Tap the “Go Back” button to return to the “Find Voters” screen.

11. Confirm the voter’s “Issued” status is “None.”

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01/1802	Active	None	REP

- Proceed with the check-in process.
- Document the incident in the *Election Day Log*.

## Voter Turnout Reports

Complete and post the *Voter Turnout Report* located in the blue Integrity Report and Payroll binder at 11:00 a.m. and 4:00 p.m. In addition, contact the local board of elections with pollbook counts at 11:00 a.m. and 4:00 p.m. Also, print 2 copies of the *Voter Counts Report* from one of the pollbooks as instructed below. Post one copy **with** the *Voter Turnout Report* and the other copy with *Voter Turnout Report* located in blue Integrity Report and Payroll binder.

1. Tap “Return to Main.”

**Find Voters** 205

Ask the voter to state his or her name. Enter the first 4 letters of the voter's LAST NAME, then the first 3 letters of the FIRST NAME. A list of voters' names will appear on the screen. The list will get shorter as you add more of the voter's information.

When you see the voter's name on the list, ask the voter to state his or her MONTH AND DAY OF BIRTH then tap on that voter's row to continue.

If TOO MANY voters are found, enter the voter's Middle Initial, DOB, & Zip Code. If NO VOTERS are found, check the spelling or tap the "Search State" button. If you don't see the voter's last name in

**Find by Name** | **Find by Address** | **Find by ID**

Last Name | First Name | Middle Init. | Birth MMDD | Zip Code

Search Precinct/EV Count  
Search State

Clear ALL

Return to Main

BT: ??? AC: Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/29/2013 10:37:14 AM

2. Tap the “Manage System” tab.

**ExpressPoll** 130

**Main Screen**

Manage Polls | Issue Ballots | Precinct Details | **Manage System** | Status

System ID | IP Address | ROM Version | CardWriter vers | Software Vers

111111 | 192.168.0.100 | N/A | 1.1.0.0 | 3.3.0.0a129

DHCP | 6.1.7601 | Pre-Release

Card Check | System Setup | **Reports** | Updates and Lists

Tap a Report Below to Preview and Print

Voted List by Ballot Issued | Print Ballot Counts | **Print Voter Counts**

BT: ??? AC: Plugged In Voted: TOT 0 1/22/2016 10:41:22 AM

3. In the middle of the screen, tap the “Reports” tab.
4. Tap “Print Voter Counts.”

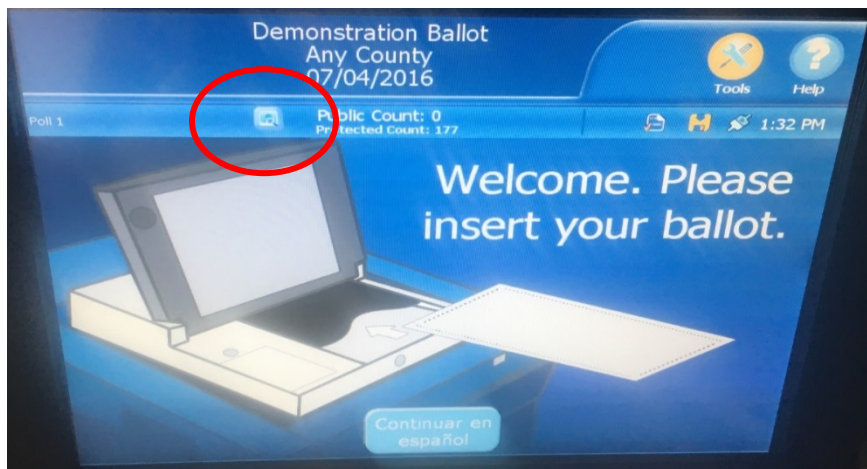
5. Contact the local board of elections at 410-313-5820 with voter counts at 11:00 a.m. and 4:00 p.m.
6. Post the report in the polling place for public viewing.

---

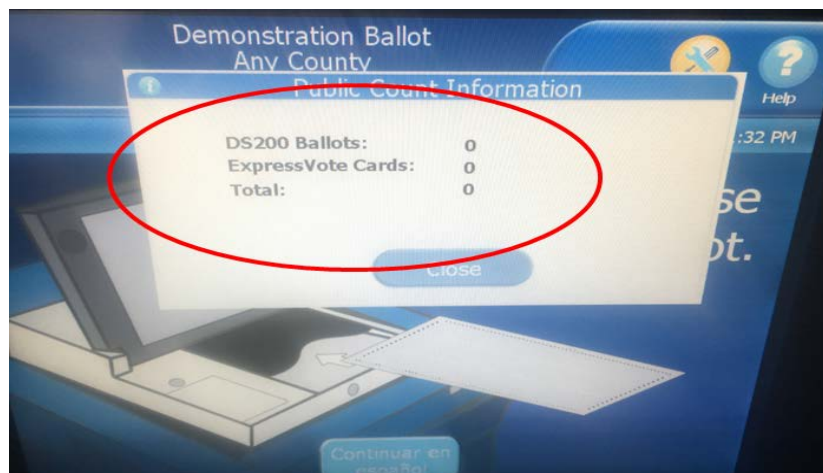
## Displaying Number of Ballots Scanned

A chief judge may display how many regular paper ballots or ballot activation card ballots have been scanned by the scanning unit when the unit is not being used.

1. Touch the magnifying icon next to the Public Count on the scanning unit.



2. The "Public Count Information" box appears and shows the number of DS200 Ballots (regular paper ballots) and the number of ExpressVote Cards (ballot activation card ballots) that were scanned by the scanning unit.



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## **Equipment Issues (Incident Report)**

If any voting equipment, electronic pollbook, or any other equipment malfunctions, investigate the incident. If necessary, call your assigned rover or the main election office.

An *Incident Report Form* must be completed by the technician to document specific information about the incident. Both chief judges must sign the *Incident Report Form*. Also, chief judges must record a description of all incidents in the *Election Day Log*. The original *Incident Report Form* is returned to the local board of elections.

---

## **After the Polls Close**

### **Check-in Area**

Verify that:

1. The final *Ballot Counts Report* and the *Voter Counts Report* have been printed from the electronic pollbooks and have been attached to the *Electronic Pollbook Integrity Report*.
2. ALL compact flash cards have been removed from each pollbook (2 cards per pollbook) and placed in clear zipper bag.
3. All electronic pollbooks and printers are shut down and packed.
4. The "Closing" section of the *Electronic Pollbook Integrity Report* has been completed.
5. All power cords and cables have been packed.
6. All other check-in supplies have been packed.

## **Ballot Issue Area**

Verify that:

1. All unused ballots, spoiled ballots and unused Ballot Activation Cards have been counted and properly secured for transport back to local board of elections;
2. *Ballot Closing Certificate* and *Spoiled Ballot Tally Sheet* have been completed;
3. All ballot issuing supplies have been properly packed.

Follow the more detailed instructions in the *Chapter 7 - Issuing Ballots*.

## **Voting Area**

Verify that:

1. As a bipartisan team, end the election on each scanning unit. Follow the instructions in *Chapter 11 - Scanning Unit*.
2. All voter authority cards have been counted.
3. Two *Totals Reports* have been printed from each scanning unit.
  - Separate and sign the *Totals Reports*;
  - Attach the first copy of the Totals Report to the *Scanning Unit Closing Integrity Report*, and
  - Post the second *Totals Report* with the *Zero Report*.
4. Verify each scanning unit is powered off correctly and the display screen goes dark. See *Chapter 11 – Scanning Unit*.
5. Verify the memory stick(s) have been removed from each scanning unit and placed in clear zipper bag according to the instructions in *Chapter 11* and *Chapter - 14*.
6. The ballot transfer bin is removed from the ballot box and is closed and sealed according to the instructions in *Chapter 11* and *Chapter 14*.

7. All compartments on the scanning unit and ballot marking device are locked and new tamper tapes and seals are applied, as appropriate.
8. All voting equipment is closed, sealed, and packed.
9. The *Scanning Unit Closing Integrity Report* is completed.
10. The “Closing” section of the *Ballot Marking Device Integrity Report* is completed.
11. Verify memory stick(s) have been removed from each ballot marking device and placed in clear zipper bag.
12. All power cords are packed.
13. All other voting equipment supplies are packed.
14. Transfer cart(s) packed using posted picture inside cart as a guide.

### **Provisional Voting Area**

Verify that:

1. All provisional voter authority cards are counted.
2. The “Closing” section of the *Provisional Opening & Closing Certificate* has been completed and signed.
3. The orange provisional ballot bag is packed properly according to the instructions located on bag.
4. All provisional supplies have been packed.
5. The provisional ballot bag is sealed and locked.

### **Other Areas**

Verify that:

1. All signs have been taken down and packed.
2. “No Electioneering Zone” signs/tape have been taken down and packed.
3. Any other items sent to the polling place have been packed (traffic cones, ramps, accessibility equipment, entrance signs, etc...).

## **5.24 Chief Judges**


4. The polling place has been left in a clean condition, with all materials to be picked up later placed in a secure location (as instructed by the elections office).

### **Closing Summary Report**

1. Complete the *Closing Summary Report*. Use the information from other reports as indicated on the *Closing Summary Report*.

---

### **Extended Voting Hours**

 **Do NOT open the sealed *Extended Voting Hours* envelope unless instructed by the local board of elections. See *Appendix 1 – Extended Voting Hours* for more information.**

The local board of elections will notify you if an order extending voting hours is issued. The local board of elections will instruct you when to open the *Extended Voting Hours* envelope.

## **Chapter 6 - Check-in Judges**

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Election Morning Set-up.....	6.3
During Voting Hours .....	6.3
Important Reminders: .....	6.5
Voter Update Form .....	6.5
Issuing a Provisional Ballot.....	6.7
Voters Who Cannot Sign Any Form(s) .....	6.9
Closing the Polls .....	6.9

## Pre-Election Night Set-up

All judges assigned to a polling place are required to attend the pre-election night meeting. The check-in judges' responsibilities include:

1. Assist in setting up for the election as assigned by the chief judges, including:
  - Distributing supplies;
  - Posting signs; and
  - Setting up tables.
2. Unpack pollbook and printer cases from grey tote(s) as well as other supplies. Using light blue key from blue lanyard, unlock padlocks securing pollbook cases.
3. Remove pollbooks, printers, power supply and other cables from their respective cases.
4. Verify the correct pollbooks and printers have been sent to your respective polling place using the *Electronic Pollbook Integrity Report* located in Polling Place Integrity Report and Payroll Binder.
5. As demonstrated during training, set up and connect pollbooks and printers (install backup batteries) to a power source for overnight charging. Refer to Chapter 10 for detailed instructions.
6. For each pollbook, power on and tap the "Launch" button. At the "Log In" screen verify the correct polling place and then **POWER OFF**. If polling place is incorrect, call assigned rover immediately.
7. Set up hub if provided at this time but **DO NOT** connect pollbook blue/grey Cat-5 cables to hub or red cross over cables to pollbooks. This step will take place Pre-Election morning.

8. Set up the individual check-in tables so that each check-in judge has the following:

- Electronic pollbooks
- Stylus for the electronic pollbook
- Printer for the electronic pollbook
- Extra roll of paper for the printer
- *Voter Update Forms*
- Pens
- Note pads

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### **Election Morning Set-up**

All tasks are supervised by chief judges.

Arrive at 6:00 a.m.

Make sure you sign the *Payroll Sheet*.



Work together so that your polling place is ready to open by 7:00 a.m.

The check-in judges' responsibilities include:

1. Follow *Chapter 10 – Electronic Pollbook* to prepare the electronic pollbooks and printers for election day.
2. Once pollbooks have been launched and *Voter Counts* and *Ballot Counts Reports* have been printed, connect blue/grey CAT-5 cables to hub or red cross over cable to pollbooks as demonstrated in training. Verify pollbooks are synchronized.

---

### **During Voting Hours**

The check-in judges' responsibilities include:

1. Telling each voter that there is an accessible way to read or mark the ballot.

2. Using the electronic pollbook to look up and verify voter information.
3. Printing voter authority cards from the electronic pollbook.
4. Asking voters to verify the printed information on their voter authority card.
5. Instructing voters to sign their voter authority card.
6. Initialing the voter authority cards.
7. Having voters complete the *Voter Update Form*, if necessary.
8. Notifying the chief judge if a voter must vote a provisional ballot. If qualified to vote provisionally a chief judge will escort the voter to the provisional judge.
9. Notify the chief judge if a voter requests to use the ballot marking device.



Be sure that the following policy regarding the use of the ballot marking device is being followed:

- Any voter may ask to use the ballot marking device. Do not ask why the voter needs or wants to use it or ask for proof that the voter needs to use it.
- If a voter wants to use the ballot marking device, offer to explain the accessibility features of the ballot marking device.
- Make sure that at least 2 voters use the ballot marking device during the day. If 2 voters haven't used the ballot marking device by 6:00 p.m., direct 2 randomly chosen voters to use the ballot marking device until 2 voters have used it.



Do not use the electronic pollbook to look up any person who is not the person you are checking in to vote unless directed by a chief judge. You may be removed and not paid.

### **Important Reminders:**

1. DO NOT ask a voter to show ID unless the voter is marked as “Show ID” in the electronic pollbook.
2. If any voter offers their ID, you may accept it, but the voter must also state his or her name, address, and month and day of birth.
3. If a voter’s identity is challenged, alert a chief judge immediately.
4. 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).
5. If you are working outside of your home precinct, the electronic pollbook will not indicate if you voted early.




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

---

### **Voter Update Form**

The *Voter Update Form* is used to update information about the voter for future elections. The following information about the voter may be updated using the *Voter Update Form*:

1. Address: If the voter moved within 21 days of election day, complete a *Voter Update Form*. The voter can vote a regular ballot.

 If the voter moved more than 21 days before election day, the voter must be issued a provisional ballot. The provisional ballot application will serve to update the voter's information and no *Voter Update Form* is needed.

**“21 Day” dates for the 2018 elections:**

**Primary Election** – If the voter moved prior to June 5, 2018, the voter must be issued a provisional ballot.

**General Election** – If the voter moved prior to October 16, 2018, the voter must be issued a provisional ballot.

2. Name: The voter's name may have changed (e.g., marriage) or be different (e.g., misspelled) from the information in the electronic pollbook.
3. Date of Birth: The date of birth for the voter may be incorrect in the electronic pollbook. Review the information on the electronic pollbook to make sure you are checking-in the correct voter before issuing a *Voter Update Form* to change a date of birth.
4. Party Affiliation: The voter's party affiliation may be changed for the **next** election.
5. Identification Information: This section of the *Voter Update Form* is completed by an election judge only when the electronic pollbook indicates “ID Required” for the voter. Issue the voter a regular ballot if the voter presents acceptable ID. See to *Chapter 10 - Electronic Pollbook* for a list of acceptable IDs.
6. Death Notice: A voter may report the death of another voter and request that the voter's name be removed from voter registration records. This request will be investigated by the local board of elections before a change is made to voter registration records.

## Voter Update Form – Sample

### State of Maryland – Voter Update Form

Note: Have the voter fill out the applicable section and sign and date at the bottom.

<b>Voter Information</b>	Election Judges fill in this section: Voter ID # _____ Last Name _____ First Name _____ Middle Name _____ Date of Birth _____
<b>Change of Address</b>	<input type="checkbox"/> Check here if you moved within 21 days of the election. Provide your new address below: Residence Address: _____ <b>NOTE: If you moved more than 21 days before election day, you have two choices:</b> Mailing Address (if different): _____ <b>Go to an early voting center in your county or your new precinct on election day, OR vote a provisional ballot here. If you vote a provisional ballot here, only those contests for which you are eligible to vote will be counted.</b> City, State ZIP: _____ Telephone Number: (Day) _____ (Evening) _____
<b>Change of Name/Date of Birth</b>	_____ Last Name _____ First Name _____ Middle Name _____ Date of Birth _____
<b>Change of Party Affiliation</b>	For future elections, I want my party affiliation to be: <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Constitution Party <input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other-Specify: _____
<b>Identification Information</b>	<b>Election Judge Use Only –</b> Indicate the type of ID provided only if "ID required" is specified on the VAC or precinct register. <b>Photo ID</b> – There is no requirement that the photo ID have an address or, if there is an address, that the address match the address on the VAC or this form. <input type="checkbox"/> Maryland Driver's License or MVA ID Card - # _____ <input type="checkbox"/> Other Photo ID –Type _____ <b>Non Photo ID</b> – The document must be current (dated within the last 3 months) and must contain the same name and address as listed on the VAC or this form. <input type="checkbox"/> Utility Bill <input type="checkbox"/> Pay Check <input type="checkbox"/> Bank Statement <input type="checkbox"/> Government Check <input type="checkbox"/> Other Government Document – Type _____
<b>Death Notice</b>	I, _____, Print Name _____, confirm that the voter listed above is deceased and therefore request that the voter's name be removed from the voter registration records. Relationship to the deceased: _____
<b>Signature of Voter</b>	I affirm under penalty of perjury that the information on this form is true and correct. _____ Signature of Voter _____ Date _____

## Issuing a Provisional Ballot

Some situations require a voter to vote by using a provisional ballot. Examples include “pending” status voters and voters not in their registered precinct.

There are also situations where the electronic pollbook will allow a voter to be issued a regular ballot, but the voter should be issued a provisional ballot instead. Examples include:

- Voters whose status is “Active (or Inactive)-Show ID” and are unable to present an acceptable ID;
- Voters who are challenged by a poll watcher and are unable to present an acceptable ID;
- Extended hours voters; and
- During a primary election, voters claiming a different party affiliation than what is shown in the electronic pollbook.



If a voter cannot be found in the electronic pollbook, alert a chief judge immediately. Voters who are not found in the electronic pollbook may only be issued a provisional ballot. See *Chapter 10 – Electronic Pollbook* for more information.

If the voter must vote a provisional ballot, it is very important to enter the correct provisional ballot reason code number into the electronic pollbook. **Refer to the chart below:**

<b>Reason Code</b>	<b>Provisional Ballot Reason</b>
<b>1</b>	Not listed on the precinct register
<b>2</b>	Listed but indicated a change of address (not applicable during Early Voting)
<b>3</b>	Listed but claims a different party affiliation (primary election only)
<b>4</b>	Listed as “ABS Issued,” “Reg Issued,” “PROV”, or “Voted Early”
<b>5</b>	Listed as “Active” or “Inactive” and “Show ID” and unable to provide sufficient ID
<b>6</b>	Listed as “Pend1” (“Show ID” on Voter Details screen)
<b>7</b>	Listed as “Pend2” (“Need DL#/SSN#” on Voter Details screen)
<b>8</b>	Identity challenged and cannot provide acceptable form of ID
<b>9</b>	Other
<b>10</b>	Voted during extended hours

---

## Voters Who Cannot Sign Any Form(s)

1. If a voter is unable to sign his or her voter authority card, *Voter Update Form*, or any form(s), ask the voter to make an “X” or similar mark on the signature line. This mark is acceptable as that individual’s signature.
2. When voters are unable to make a mark, write the following statements on the back of the forms the voters are to sign:
  - On the voter authority card: “This voter is qualified to vote but is unable to sign his or her name.”
  - On all other forms except the voter authority card: “This voter is unable to sign his or her name.”
  - Sign your name and write the date under the statement.



Always ask the voter before assisting. Do not assume a voter cannot sign his or her own name.

- Follow regular check-in procedures and inform the voter when a signature is required. Let the voter inform you if he or she cannot sign his or her name.
- If the voter is blind or has low vision, the voter may ask you to guide his or her hand to the location on the paper in order for the voter to sign. Never grab the voter’s hand or pen, or attempt to guide the voter’s hand when not requested to do so by the voter.

---

## Closing the Polls

All voters who are in the check-in line by 8:00 p.m. are permitted to vote. After the last person who was in line by 8:00 p.m. has voted, the polls are officially closed.



Extended voting hours may be ordered. When this occurs, all election judges must continue to work. All voters who are in the check-in line at the time extended voting hours end are permitted to vote. See *Appendix 1 – Extended Hours* for additional information.

1. Print and sign the *Consolidated Ballot Counts Report* and *Consolidated Voter Counts Report* and attach them to the *Electronic Pollbook Integrity Report*.
2. Upon the chief judges' instructions, shut down and pack up the electronic pollbooks and printers. Break red seals, remove top compartment lid and then remove the two compact flash (CF Cards) cards. ALL CF Cards from pollbooks are to be placed in clear zipper bag for the polling place. After replacing compartment lid, pack up the electronic pollbooks and printers. Secure pollbook cases with original locks.
3. Complete the *Electronic Pollbook Integrity Report* and give it to the chief judges.
4. Return **ALL** pollbook and printer cases, cables and other pollbook supplies to grey tote(s) and non-wheeled blue transfer cases (if provided). All original contents must be returned within grey totes. Grey totes and blue transfer cases are to be packed within polling place transfer cart.  
**NOTE:** Review the picture posted in transfer cart(s) for guidance with packing grey totes, blue transfer cases and other election equipment.
5. Pack all other check-in supplies.
6. Assist in closing the polls according to the chief judges' instructions.

## **Chapter 7 – Issuing Ballots**

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Replacing Ballots and Ballot Activation Cards .....	7.5
Replacing Damaged or Torn Ballots and Ballot Activation Cards .....	7.8
Closing the Polls .....	7.8

## General Information

The information in this chapter pertains to the procedures required for issuing regular paper ballots and ballot activation cards to voters.

The local board of elections will determine which election judges will be responsible for issuing ballots and ballot activation cards to voters.

Those election judges will be trained to carry out the procedures in this chapter.

**⚠ Unused paper ballots and ballot activation cards will be verified and accounted for during election morning set-up. There will be NO activities during pre-election night meeting as it relates to counting and verifying ballots.**

---

### Election Morning Set-up

All tasks are supervised by chief judges.

Arrive at 6:00 a.m.

Make sure you sign the *Payroll Sheet*.

1. Verify the following items from pre-election night meeting have been completed and perform other pre-opening tasks as assigned by the chief judges:
  - Distributing supplies;
  - Posting signs; and
  - Setting up tables.

**⚠ Work together so that your polling place is ready to open by 7:00 a.m.**

2. Set up the individual ballot issue table(s) so that voting judge team has the following:

- Unused ballots in white ballot divider box labeled for that purpose.
- *Ballot Opening Certificate* - There will be only one certificate per polling place.
- Ballot Magnifiers
- Pens, paper clips and note pads
- Ballot marking pens stationed at voting booths
- "I Voted" stickers stationed at scanning unit(s)
- Privacy sleeves
- *Spoiled Ballot Tally Sheet* located in Voting Judges folder
- *Spoiled Ballot Envelope*

### Prepare Ballots

1. During pre-election meeting, verify the transfer cart seal number(s) on the *Ballot Opening Certificate*.
2. Verify front and back seal numbers for each ballot transfer bin removed from main ballot box(es) of scanning unit(s).

**Ballot Opening Certificate**

County: Howard State of Maryland  
 2018 Gubernatorial Primary Election Date: 6/26/2018  
 Dist/Prct: 01-10 HOWARD HIGH SCHOOL-GYM  
 Combined District/Preinct(s): 02-04, 06-10

**OPENING INSTRUCTIONS**  
 1. Place ALL tamper tape removed after opening cart(s) on the back of this form.  
 2. Place ALL removed ballot transfer bin seals in green zipper bag.  
 3. INITIAL in last column to show confirmation that all tamper tape and seals were intact before their removal from equipment and that all seals, ballot style(s), UNVOTED ballots and ballot activation card counts have been verified.  
 4. COMPLETE ALL GREY AREAS AS NEEDED.

Ballot Transfer Bin #	REMOVED Front Ballot Transfer Bin Seal #	REMOVED Rear Ballot Transfer Bin Seal #	Ballot Styles		Quantity of Each UNVOTED Ballot Style at Opening		Added Ballots After Opening	Chief Judge Initials
	Verify	Verify	Verify		Verify		Record	REP/DEM
1	11111111	11111111	Activation Card	BAC		50		/
			DEM	1		1900		
			DEM	2		1900		
			DEM	3		1900		/
2	22222222	22222222	REP	1		1000		
			REP	2		1000		
			REP	3		1000		/
3	33333333	33333333	NON	1		500		
			NON	2		500		
			NON	3		500		
			<b>TOTAL UNVOTED BALLOTS AND ACTIVATION CARDS =</b>					

Before Opening the Polls: Locked and sealed ballot transfer bins were secured on the following transfer carts:

Cart #	Seal #	Verify	✓
9			
19			
86			

To the best of our knowledge, the information on this form is true and correct. Sign when opening is completed.  
 Assisting Judges: \_\_\_\_\_

Republican Chief Judge \_\_\_\_\_ 3 Democratic Chief Judge \_\_\_\_\_ Revised 11/11/17

3. Verify ballot style(s) and numbers of ballots for each ballot style for each ballot transfer bin using the *Ballot Opening Certificate*. Each pack of ballots will contain a count of 50.
4. Remove and open one package of ballots per ballot style. Do not open more than one package for each ballot style at a time.
5. Verify Ballot Activation Cards (BACs) were received. While counting individual cards is not required, each polling place will have received a predetermined number as indicated on Ballot Opening Certificate.
6. Place the unused ballots within white ballot divider box(es) at the designated ballot issuance table(s). Polling places will receive one white ballot divider box per scanning unit or one per consolidated polling place. Securely station ballot activation cards at chief judges' table.

## During Voting Hours

Voting judges, under chief judges' supervision, will rotate between the following stations: Scanning Unit(s), the ballot issuance table(s) and the voting booths.

The voting judges issuing ballots responsibilities include:

1. Verifying the voter is not a provisional voter.
2. Initialing the voter authority cards.
3. Using the voter authority card to issue the correct ballot style.

VOTER AUTHORITY CARD  
CITY OF FREDERICK GENERAL ELECTION

HARVEY, Stuart Mark  
907 Motter Pl. Frederick 21701  
DOB: 3/30/1953  
ID#: 4440256  
Party: DEM  
DIST/PREC: Precinct 11

Ballot Style: 2  
Issued: 10/18/2017 11:39:11 Issued By: TEST

Reason: 0  
**IMPORTANT**

If your address or other information has changed, please request the Voter Update Form from an election judge.

Please sign in the space below.

-----  
Voter Signature


Check-in Judge Initials: \_\_\_\_\_  
Ballot Issuing Judge: \_\_\_\_\_ Voting Judge: \_\_\_\_\_

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.  
\*\*\*\*\*

4. Issuing paper ballots to voters.
5. Directing voters to the voting area.
6. Keeping the ballots secure at all times.

---


## Replacement Ballots for Spoiled Ballots

 A voting judge must offer assistance to a voter who has spoiled two ballots.

A voter may request a replacement paper ballot or ballot activation card when:

- A voter wants to make changes to ballot selections after a paper ballot has been marked or a ballot activation card has been printed;
- A paper ballot or ballot activation card is damaged to the extent that a scanning unit will not accept it; or
- A ballot marking device has malfunctioned or a ballot activation card fails to work.

If a voter requests assistance with voting a ballot, a bipartisan team of election judges, or a voter designated assistant can provide assistance. A *Voter Assistance Form* must be completed.

 A voter's ballot activation card may be reused on a ballot marking device that has timed out and has no ballot selections.


---


## Replacing Ballots and Ballot Activation Cards

When a voter alerts a voting judge to request a replacement paper ballot or ballot activation card:

1. A voting judge asks for the voter's voter authority card;

2. Direct the voter to stay at the voting booth, or another area in the polling place, to spoil the ballot and wait for a replacement ballot;
3. Provide the voter with a black marker and tell the voter to spoil the ballot as follows:
  - For regular paper ballots: Tell the voter to fill in all of the ovals for each contest (overvote all contests) and write “spoiled” on the ballot; and
  - For Ballot Activation Cards: Tell the voter to use the marking pen to cover up all selections. Assist the voter with this, if necessary.

 Printed ballot activation cards will only show the voter’s selections. Therefore, all selections must be covered to protect the voter’s privacy. Cover all printed barcodes appearing on the ballot activation card.

 A voter may be issued no more than two replacement ballots. A voting judge must offer assistance to a voter who has spoiled two ballots. A voter who has spoiled two ballots should be encouraged to use the ballot marking device.

4. Draw a line through the ballot judge’s prior initials on the voter authority card and re-initial the voter authority card.
5. Take the spoiled paper ballot or spoiled ballot activation card from the voter.
6. Confirm that “spoiled” has been written across the face of the spoiled paper ballot or spoiled ballot activation card by the voter and that the voter’s original selections cannot be determined.
7. Give the replacement paper ballot or ballot activation card and the voter authority card to the voter.

- For voters using a ballot marking device, a chief judge must use the ballot style number indicated on the voter authority card to select the correct ballot style for the voter. Touch the correct ballot style number on the touch screen display.

**!** For voters using a ballot marking device in consolidated precincts, a chief judge must use the District/Precinct number indicated on the voter authority card to select the correct District/Precinct for the voter as well as the ballot style. Touch the correct District/Precinct and ballot style numbers as indicated on the voter’s voter authority card on the touch screen display.

**Spoiled Ballot Tally Sheet**  
**2018 Gubernatorial Primary Election**

State of Maryland

County: Howard

Date: 6/26/2018

Dist./Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

- Use tally marks to keep track of the number of spoiled ballot activation cards (BACs) and spoiled ballots throughout the day.  
 Ex. |||| = 4    |||| |||| || = 12
- After the polls close, complete the totals and initial columns.
- Complete ALL grey areas as needed.

Ballot Style		Tally Marks for Spoiled Ballots and BACs	Total Number of Spoiled Ballots and BACs
<b>Activation Card</b>	<b>BAC</b>		
DEM	1		
DEM	2		
REP	1		
REP	2		
NON	1		
NON	2		

		Totals at Closing
Total Spoiled Ballot Activation Cards (BACs) Total (A)		
Total Spoiled Ballots	Total (B)	
	Grand Total (A+B)	

Give completed form to the Chief Judges:

Republican Chief Judge

Democratic Chief Judge

9. Using the *Spoiled Ballot Tally Sheet*, record a tally mark in second column for the ballot style # being replaced. For spoiled ballot activation cards, record tally marks in the first row. Upon election end, count tally marks and record total spoiled ballots and ballot activation cards in the bottom section of the *Spoiled Ballot Tally Sheet*.
  10. Put the spoiled ballot or ballot activation card into the “Spoiled Ballot Envelope.”
- 

### **Replacing Damaged or Torn Ballots and Ballot Activation Cards**

When a paper ballot or ballot activation card is damaged prior to being issued to a voter to the extent that a scanning unit will not accept it, follow these steps:

1. Write “spoiled” across the face of the spoiled ballot or ballot activation card;
  2. Overvote each contest; and
  3. Put the spoiled ballot or ballot activation card in the “Spoiled Ballot Envelope.”
- 

### **Closing the Polls**

1. Complete the *Spoiled Bally Tally Sheet*.
2. Count the number of remaining ballot packs and any loose ballots for each ballot style. Record the counts at closing on the *Ballot Closing Certificate*.
3. Record the total number of spoiled ballot activation cards and spoiled regular ballots.
4. Place all unused ballots in white ballot divider box(es). Pack ballot divider box and lock in scanning unit(s) main ballot

compartment. Any remaining ballot divider boxes can be broken down and packed in a transfer cart.

**Ballot Closing Certificate** State of Maryland  
**2018 Gubernatorial Primary Election**  
 County: Howard Date: 6/26/2018  
 Dist/Prec: 01-01 ELKBRIDGE LANDING MIDDLE SCH-CAFETERIA  
 Combined District/Precinct(s): 01-02

**INSTRUCTIONS AFTER POLLS CLOSE:**  
 1. Count and record the number of unvoted and spoiled ballots for each ballot style and Ballot Activation Cards (BACs).  
 2. Record the column totals for unvoted and spoiled ballots.  
 3. COMPLETE ALL GREY AREAS AS NEEDED FOR EACH TABLE.

Ballot Styles	Number of Unvoted Paper Ballots and BACs	Number of Spoiled Paper Ballots and BACs
Activation Card BAC		
DEM 1		
DEM 2		
REP 1		
REP 2		
NON 1		
NON 2		
<b>COLUMN TOTALS:</b>	=	=

After Poll Closing: All unvoted ballots and ballot activation cards were accounted for and packed in white unused ballot container. White ballot container(s) has been stored in main ballot compartment of scanning unit(s). Transfer cart(s) are locked and sealed as indicated below:

Cart #	Record Cart Seal #	Cart Locked	Judge Initials
1		YES	/
2		YES	/

To the best of our knowledge, the information on this form is true and correct. Sign when closing is completed.  
 Assisting Judges: \_\_\_\_\_  
 \_\_\_\_\_ 8 \_\_\_\_\_  
 Republican Chief Judge Democratic Chief Judge Revised 11/12/17

5. Pack ballot stubs and *Spoiled Ballot Envelope* with voted ballots in a blue ballot transfer bin for delivery to HCBOE warehouse.
6. Pack all other ballot supplies.
7. Record tamper tape numbers used to seal transfer cart(s) containing unused ballots and packed voting equipment on Ballot Closing Certificate.
8. Assist in closing the polls according to the chief judges' instructions.

## **Chapter 8 – Voting Judges**

Pre-Election Day Set-up .....	8.2
Voting Judge Supplies.....	8.3
Election Morning Set-up .....	8.3
During Voting Hours .....	8.4
At the voting booths: .....	8.5
At the ballot marking device: .....	8.5
At the scanning unit: .....	8.6
Closing the Polls .....	8.9

## Pre-Election Day Set-up

All judges assigned to a polling place are required to attend the pre-election night meeting.

1. Assist in setting up for the election as assigned by the chief judges, including:
  - Distributing supplies;
  - Posting signs; and
  - Setting up tables.
2. Set up voting judges' ballot issuance table(s) and chairs according to provided polling place schematic.
3. Chief judges will unlock polling place transfer cart(s) using key from blue lanyard received in *Last Minute Information* folder. Verify cart tamper tape number(s) located on *Ballot Opening Certificate*.
4. Remove and set up voting booths as demonstrated in training. Use polling place schematic for guidance as to set up location. **DO NOT DEVIATE** from schematic for equipment placement without assigned rover approval.
5. Set up ADA table and a voting booth with ADA legs in designated area depicted on schematic.
6. Remove ballot marking device (BMD) within case from shelf in polling place transfer cart. Set up BMD on ADA table as demonstrated during training. For charging purposes only, attach power cord to back of BMD and connect to a power source. **DO NOT POWER ON BMD.** Refer to *Chapter 12 – Ballot Marking Device*.
7. As demonstrated during training and with two voting judges, install ramps to bottom of cart(s) and wheel Scanning Unit(s) off transfer cart(s).

## 8.2 Voting Judges

8. Wheel scanning unit(s) to designated location depicted on schematic. Using flat chrome key on blue lanyard, unlock back panel on Ballot Scanner and connect electrical cord to a power source for overnight charging purposes only. **DO NOT POWER ON BALLOT SCANNER.** Refer to *Chapter 11 – Scanning Units*.

---

### **Voting Judge Supplies**

Provide the following supplies on the voting judges' ballot issuance table(s):

- Pens and paper clips
- White ballot divider box(es) for storing unused ballots
- Voting judges folder containing *Spoiled Ballot Tally Sheet*
- Ballot magnifiers
- Spoiled ballot envelope and markers for spoiling ballots and ballot activation cards
- *Ballot Opening Certificate*
- Privacy sleeves (station out on ballot issuance tables pre-election morning)
- Ballot marking pens stationed at voting booths
- “I Voted” stickers stationed at scanning unit(s)

---

### **Election Morning Set-up**

All tasks are supervised by chief judges.

Arrive at 6:00 a.m.

Make sure you sign the *Payroll Sheet*.

1. Assist chief judges with opening procedures on scanning unit(s) and ballot marking device - refer to *Chapters 11 and 12*.

2. As demonstrated during training, attach orange Used Voter Authority Card (VAC) bag located inside main ballot compartment of scanning unit(s) to the most appropriate side of ballot scanner that would facilitate voting and VAC collection.
3. Remove privacy sleeves from main ballot compartment of ballot scanner(s) and station at ballot issuance table(s).
4. Remove ballot transfer bin(s) from main ballot compartment of scanning unit(s) for the purpose of distributing ballots to the ballot issuance table(s). Refer to *Chapter 11 – Scanning Unit* for detailed information.
5. After ballot transfer bin(s) have been emptied, return them to their respective scanning unit(s) and install as instructed in *Chapter 11 – Scanning Unit*.
6. Refer to *Chapter 7 – Issuing Ballots* for unused ballot preparation and accounting using *Ballot Certificate Opening*.
7. Securely station ballot activation cards (BACs) at chief judges' table.
8. Verify all the supplies listed on page 8.3 have been stationed out for use during day.



Work together so that your polling place is ready to open by 7:00 am.

---

## During Voting Hours

Immediately report any potential issues to the chief judge.

Voting judges, under chief judges' supervision, will rotate between the following stations: Scanning Unit(s), the ballot issuance table(s) and the voting booths.

### **At the voting booths:**

1. Verify the voter has a manila privacy sleeve and not one that is orange (this is to verify the voter is not a provisional voter).
2. Direct voters to a voting booth to mark their ballot.
3. Answer voters' questions and appropriately provide assistance when asked by voters.
4. Provide instructions to voters on how to mark their selections on a paper ballot, if asked.
5. Protect voter's privacy and the secrecy of the ballot:
  - **Do not** look at or ask to see the voter's marked ballot.
  - Stand to the side of the voting booth when assisting voters.
6. Direct or escort voters to the scanning unit to cast their ballots.
7. Verify that tamper tapes and seals are present and intact.
8. Be sure there is no trash, graffiti, or other items left by voters in voting booths or anywhere else in the voting area.

### **At the ballot marking device:**

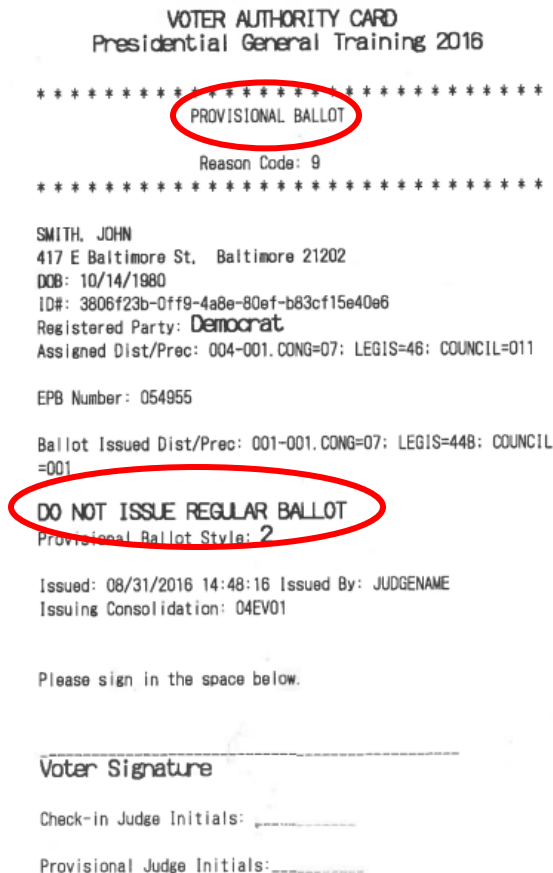
Some of the below items are the responsibility of a chief judge.

1. When a ballot marking device is not being used, verify that it is charging.
2. Provide instructions to voters on how to use the ballot marking device to mark their ballot (chief judge responsibility).
3. Protect voter's privacy and the secrecy of the ballot. **Do not** look at or ask to see the screen on the ballot marking device when a voter is voting (chief judge responsibility).

4. Direct or escort voters to the scanning unit to cast their ballots (chief judge responsibility).
5. Verify that tamper tapes and seals are present and intact.
6. Be sure there is no trash, graffiti, or other items left by voters in voting booths or anywhere else in the voting area.
7. Keep the touchscreen of the ballot marking device clean. Use the cloth provided to periodically clean the screen.

**At the scanning unit:**

1. Ask the voter for the voter authority card.
2. Verify the voter is not a provisional voter. A provisional voter authority card will have “PROVISIONAL BALLOT” at the top and the message, “DO NOT ISSUE REGULAR BALLOT,” above the ballot style. If the voter is a provisional voter, alert the chief judge immediately.



3. Tell the voter to hold onto the privacy sleeve until the ballot is put into the scanning unit.
4. Instruct the voter that privacy sleeve may be used as a “shield” while putting the ballot into the scanning unit.
5. Provide instructions to voters on how to insert and cast their ballot into the scanning unit. Recommended script: “Put your ballot into the scanning unit and wait for the ‘Thank you for voting’ message to appear. If you have any trouble, raise your hand, and I will be here to assist.”
6. Protect voter’s privacy and the secrecy of the ballot:
  - **Do not** look at or ask to see the voter’s marked ballot.
  - **Do not** touch another voter’s ballot unless the voter requests assistance.
  - Stand away from the scanning unit and only approach the voter if the voter requests assistance.



**⚠ Never leave the scanning unit unattended. A voting judge assigned to the scanning unit must stay stationed at the scanning unit until:**

- **The voting judge is relieved by a chief judge; or**
- **A chief judge replaces the voting judge with another voting judge.**

7. Manage spoiled ballots. Refer to *Chapter 7 – Issuing Ballots* for procedures regarding spoiling ballots, Voter Authority Card treatment and accounting for spoiled ballots.
8. Bundle voters' Voter Authority Cards (VACs) in groups of 25 with paper clips throughout the day. Provide chief judges VAC and Public (from scanning unit) counts at 11:00 a.m., 4:00 p.m. and closing for each scanning unit.

---

## Closing the Polls

1. Verify the total number of voter authority cards (VACs) match the public count on the scanning unit. Alert the chief judge immediately if the totals do not match.
2. Count and report the total number of VACs and spoiled ballots to the chief judges for the *Closing Summary Report*.
3. Secure counted VACs with provided seal located within orange Used VAC bag (Used VAC bag will be delivered to HCBOE warehouse election night).
4. Assist chief judges as instructed to end the election on scanning unit(s).
5. Post completed *Voter Turnout Report*, second *Zero Report* from morning and second *Results Report* from ending the election on scanning unit(s). Post together **ALL** reports within polling place for public viewing.
6. Assist with the completion of *Ballot Opening Certificate*.
7. Remove ballot transfer bin(s) containing **VOTED** ballots from scanning unit(s).
8. After **UNUSED** ballots and ballot activation cards have been counted, deposit in ballot divider box, seal container and place

inside main ballot compartment of scanning unit(s). **DO NOT CARRY OUT THIS UNTIL BALLOT TRANSFER BIN(S) CONTAINING VOTED BALLOTS HAS BEEN REMOVED FROM COMPARTMENT.**

9. Place spoiled ballot envelope and ballot stubs in transfer bin(s) containing **VOTED** ballots/BACs and secure with provided seals for return to HCBOE.
10. Securely pack the scanning unit(s) and BMD(s) as originally found on polling place transfer cart(s).
11. Pack all voting booths including ADA table(s) in blue boxes and place in transfer cart(s) as originally found.
12. Refer to picture posted inside cart(s) for packing voting equipment/supplies, grey tote(s) and blue transfer case(s).
13. Assist the chief judges with any other tasks they assign to you
14. Remember to sign the *Payroll Sheet*.



See *Chapter 11 – Scanning Unit* for instructions on ending the election.

## **Chapter 9 – Provisional Judges & Provisional Voting**

Pre-Election Day Set-Up.....	9.2
Election Morning Set-Up.....	9.3
Provisional Ballot Application Procedures.....	9.4
Provisional Ballots Reasons and Instructions to Voters .....	9.7
Closing the Polls.....	9.10

## Pre-Election Day Set-Up


1. Set up a table for provisional voting in an area that is away from the regular voter ballot issuance table or make the provisional voting area an extension of the check-in tables so a provisional voter never goes to the regular voting area. Refer to the polling place schematic provided by the local board of elections.
2. Place chairs at the table for the voters completing provisional ballot applications as well as a chair for the provisional ballot judge.




Do not deviate from schematic. In most cases, provisional voting area will be located adjacent to check-in area.

3. Place two privacy cardboard booths near the provisional voting table so that they are under the supervision of the provisional judge. These will be located in polling place transfer cart. Instructions on how to vote the ballot will be on the inside of each cardboard booth. Place cardboard booths on table in a manner to ensure the voter has privacy when voting their provisional ballot.
4. Included in the signage folder polling place receives will be a large sign indicating the reasons for voting a provisional ballot. These reasons correspond directly to the reason codes indicated on the provisional ballot application. Post sign in a location within the provisional voting area; i.e. behind the provisional voting area.
5. Verify that the orange provisional ballot bag(s) is locked. **DO NOT OPEN!!!**

## Election Morning Set-Up


 Work together so that your polling place is ready to open by 7:00 a.m.

1. Have a chief judge open the orange provisional ballot bag(s) with the orange key that is located on one of the red lanyards. Remove the Provisional Supply and Extended Hours Voting envelopes located within the provisional ballot bag(s).

 New Process: Provisional ballot bag will not contain ballots for provisional voting. Thus, there will be no envelope # 2 which contained ballots in past elections. Ballots for provisional voters will be issued to a chief judge at the polling place's ballot issuance table based on the ballot style indicated on voter's voter authority card (VAC). Chief judge will then hand carry VAC and ballot to the provisional voter and judge.

2. Open the banded provisional voting supply envelope containing the following supplies:
  - *Red Provisional Ballot Informational* folder containing *Provisional Opening & Closing Certificate, Tally and Sign-In* sheets;
  - Provisional ballot applications (with envelope and instructions);
  - Security seal to place over bag opening after polls close;
  - Envelope for voter authority cards;
  - Pens for voters to complete applications;
  - Black pens for voters to complete provisional ballots.


3. Verify the security seal number on the zipper on the top of the orange provisional ballot bag is the same number as indicated on the “Opening” section of the *Provisional Opening & Closing Certificate*.
4. Verify the orange provisional ballot bag is empty and put a checkmark on the “Opening” section of the *Provisional Opening & Closing Certificate*.
5. Verify the bottom of the orange provisional ballot bag is locked.

 Never leave provisional bag(s) and supplies unattended. During voting hours, check the security of the ballot bag(s) containing voted provisional ballots.


---

### Provisional Ballot Application Procedures

1. A chief judge must escort the provisional voter from the check-in table to the provisional judge. Local boards of elections may also use an escort judge or another election judge delegated by the chief judge.

 Under federal law, every voter who claims to be registered and eligible to vote **MUST** be given an opportunity to vote.

2. Each registered voter will have a voter authority card with a provisional ballot reason code number printed on it.

 If a voter’s name is not listed in the statewide register, he or she will not have a printed voter authority card. A chief judge will tell you when a voter does not have a voter authority card.

3. Check the voter authority card for the voter’s signature and check-in judge’s initials.

4. Use the reason code on the voter authority card to complete the "Election Judge" section on the back of the *Provisional Ballot Application* (see image below).
  - Put a check mark next to the reason code on the application;
  - Verify that there is a correctly stamped district/precinct number. Write the ballot style issued and your initials in the boxes in the top right corner;
  - If the voter needs to show ID, you **must** record the type of ID that the voter provided in item #6 on the back of the *Provisional Ballot Application*.

For Official Use Only					
<p><b>Election Judge</b> <span style="float: right;">✓ Check all boxes that apply.</span></p> <p>A provisional ballot application was issued because the voter was:</p> <p><input type="checkbox"/> 1. Not listed on the precinct register</p> <p><input type="checkbox"/> 2. Listed on the precinct register but indicated a change of address</p> <p><input type="checkbox"/> 3. Listed but claims to have a different party affiliation (primary election only)</p> <p><input type="checkbox"/> 4. Listed as an absentee voter or as having already voted</p> <p><input type="checkbox"/> 5. Listed as "Active" or "Inactive" &amp; "Show ID" &amp; unable to provide acceptable ID</p> <p><input type="checkbox"/> 6. Listed as "pending" &amp; "Show ID"</p> <p>Was acceptable ID presented? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, record the type of ID presented.</p> <p><input type="checkbox"/> Photo ID - Address on the photo ID does not need to match the address in #7.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Maryland Driver's License or MVA ID Card - Verify that DL or ID number is printed in #6a.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Other-Photo ID - specify _____</p> <p><input type="checkbox"/> Non-Photo ID - Must be dated within the last 3 months and have the same name and address as listed in #3 and #7.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Utility Bill    <input type="checkbox"/> Pay Check    <input type="checkbox"/> Bank Statement    <input type="checkbox"/> Government Check</p> <p style="margin-left: 20px;"><input type="checkbox"/> Other government document - specify _____</p> <p><input type="checkbox"/> 7. Listed as "pending" &amp; "Need DL#/SSN#" (See instructions for #6.)</p> <p><input type="checkbox"/> 8. Identity challenged &amp; cannot provide acceptable form of ID</p> <p><input type="checkbox"/> 9. Other (explain): _____</p> <p><input type="checkbox"/> 10. Voted during extended hours</p> <p><input type="checkbox"/> 11. Not prequalified for same day registration (early voting only)</p> <p><input type="checkbox"/> 12. No proof of residency for same day registration (early voting only)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">District/Precinct or Early Voting Center <b>01-01</b></td> </tr> <tr> <td style="padding: 2px;">Ballot Style Issued <b>Dem - 1</b></td> </tr> <tr> <td style="padding: 2px;">Election Judge <b>JW 6/26/18</b></td> </tr> <tr> <td style="padding: 2px; font-size: small;">Initials      Date</td> </tr> </table>	District/Precinct or Early Voting Center <b>01-01</b>	Ballot Style Issued <b>Dem - 1</b>	Election Judge <b>JW 6/26/18</b>	Initials      Date
District/Precinct or Early Voting Center <b>01-01</b>					
Ballot Style Issued <b>Dem - 1</b>					
Election Judge <b>JW 6/26/18</b>					
Initials      Date					

5. Have voter sign-in on *Provisional Voter Sign-In Sheet*. Record on the sign-in sheet the Voter ID # located on voter's Voter Authority Card (VAC).
6. Put the VAC in the "Provisional VAC Envelope" before giving the *Provisional Ballot Application* to the voter.
7. Before giving a *Provisional Ballot Application* to the voter, show the voter the instructions on the application and tell the voter to:

- Read the instructions page;
- Tear off and keep the instructions page;
- Completely fill out and sign the provisional ballot application; and
- **DO NOT** detach the application (voter registration application) from the envelope.




Tell the voter to sign the application.

8. While the voter completes the application, a chief judge or another judge delegated by the chief judge, will go to the ballot issuance table to get a ballot for the provisional voter.
9. Check the application to make sure it is completed and signed.
10. Insert application envelope and provisional ballot in **orange privacy sleeve**. Instruct the voter to take the orange privacy sleeve containing the ballot and application envelope to the provisional voting area.
11. Instruct the voter to insert his or her voted ballot into the ballot application envelope and seal the envelope.





If the voter makes a mistake on the ballot, tell the voter to overvote every contest and write “Spoiled” across the ballot. Take spoiled ballot and voter’s provisional VAC to the ballot issuance table. Voting judges located at the ballot issuance table will account for ALL spoiled ballots and issue a replacement ballot based on voter’s provisional VAC.

12. A voter may not receive more than three ballots without the assistance of two election judges of different party affiliation.
13. Tell the voter to put the sealed application envelope into the provisional ballot bag.

 If the provisional ballot bag is full, notify the chief judges immediately and request an additional bag.

14. Put a tally mark for each provisional ballot put into the orange provisional ballot bag by a voter on the *Provisional Ballot Tally Sheet*. Remember to also record a tally mark on *Provisional Ballot Tally Sheet* for voter authority cards.
15. Make sure the voter does not leave the provisional voting area until the voter puts the voted ballot and sealed application in the orange provisional ballot bag.

 Provisional ballots do not go into the scanning unit. Make sure provisional voters do not put their voted ballots into the scanning unit.

 Monitor the provisional ballot bag(s) at all times. Keep all provisional ballot supplies secure. Notify the chief judges immediately if any provisional ballot supplies are missing or show signs of tampering.

---

### **Provisional Ballots Reasons and Instructions to Voters**

The following chart shows the reasons voters are issued provisional ballots and instructions to be given to the voter for each reason. Note that the “Reason Codes” are the same as the codes listed on the back of the *Provisional Ballot Application*.

Reason Code:	Tell the voter:
<p style="text-align: center;"><b>1</b> <b>Not listed on the precinct register.</b></p>	<ol style="list-style-type: none"> <li>1. If you are registered and in the correct precinct, your entire ballot will be counted.</li> <li>2. If you are registered but in the wrong precinct and choose to vote here (instead of going to your correct precinct), only those contests that would appear on the ballot issued at your correct precinct will be counted.</li> <li>3. If you are not registered, your provisional ballot will not count but the application will serve as a voter registration application for future elections.</li> </ol>
<p style="text-align: center;"><b>2</b> <b>Listed on precinct register but indicated a change of address.</b></p>	<p>You indicated that you moved more than 21 days before the election, did not notify election officials of the change, and are in the wrong precinct for your new address. If you choose to vote a provisional ballot here (instead of going to your correct precinct), only those contests that would appear on the ballot issued at your new precinct will be counted.</p>
<p style="text-align: center;"><b>3</b> <b>Listed but claims to have different party affiliation. (Primary Election only)</b></p>	<p>Your provisional ballot will be counted if the local board of elections determines that you are registered with the party that you claim and the party affiliation listed in the precinct register was incorrect due to clerical error.</p>

Reason Code:	Tell the voter:
<p style="text-align: center;"><b>4</b>  <b>Listed as an absentee voter or as having already voted.</b></p>	<p>Your provisional ballot will only be counted if you did not vote by absentee ballot or have not previously voted.</p>
<p style="text-align: center;"><b>5</b>  <b>Listed as “Active” or “Inactive” &amp; “Show ID” and unable to provide sufficient ID.</b></p>	<p>If you provide the local board of elections with the required ID <u>before</u> the canvassing of provisional ballots, which begins on the 2nd Wednesday after the election, your ballot will be counted.</p>
<p style="text-align: center;"><b>6</b>  <b>Listed as “Pending” &amp; “Show ID.”</b></p>	<p>If you present acceptable ID now or to the local board of elections <u>before</u> the canvassing of provisional ballots which begins on the 2<sup>nd</sup> Wednesday after the election, your ballot will be counted. If you do not provide acceptable ID <u>before</u> the canvassing of provisional ballots, your ballot will not be counted.</p>
<p style="text-align: center;"><b>7</b>  <b>Listed as “Pending” &amp; “Need DL# / SSN.”</b></p>	<p>If the local board of elections can verify the number you provided in Box 6a or 6b, you will be registered to vote, and your ballot will be counted.</p> <p>If you marked Box 6c, you will be registered to vote, and your ballot will be counted.</p> <p>If you do not complete any box in section 6 before the canvassing deadline or the number you provided could not be verified, you will not be registered to vote and your ballot will not be counted.</p>


Reason Code:	Tell the voter:
<p style="text-align: center;"><b>8</b> <b>Identity challenged &amp; cannot provide acceptable form of ID.</b></p>	<p>If the local board of elections determines that you are the registered voter you claim to be and are otherwise eligible to vote, your ballot will be counted. You should provide an acceptable form of ID to the local board of elections <u>before</u> the canvassing of provisional ballots, which begins on the 2<sup>nd</sup> Wednesday after the election.</p>
<p style="text-align: center;"><b>9</b> <b>(Other)</b></p>	<p><b><i>[Note to provisional ballot judge: The chief judges will provide you with instructions if #9 is printed on the voter authority card.]</i></b></p>
<p style="text-align: center;"><b>10</b> <b>Extended Hours</b></p>	<p>You are voting during extended voting hours ordered by court.</p>

---


## Closing the Polls

1. Count the voter authority cards or use *Provisional Ballot Tally Sheet* and record the number on the “Closing” section of the *Provisional Opening & Closing Certificate* for each type of voter authority card listed.
2. Count the number of tally marks on *Provisional Ballot Tally Sheet* and record that number on the “Closing” section of the *Provisional Opening & Closing Certificate* for each type of provisional ballot put into the orange provisional bag.
3. Verify the total number of voter authority cards against the number of provisional ballots in the orange provisional bag.
4. Complete and sign the “Closing” section of the *Provisional Opening & Closing Certificate*.

5. Place all remaining provisional voting supplies, i.e. pens, unused provisional ballot applications, etc. in Provisional Supply Envelope and band.
6. Ask both chief judges to sign the certificate and to unlock bottom of provisional ballot bag.
7. Place the banded Provisional Supply Envelope in orange provisional ballot bag along with the items listed in # 8 below.
8. Place the following in the orange provisional ballot bag:
  - VAC Envelope;
  - Red Provisional Ballot Informational Folder;
  - Extended Hours Envelope;
  - **DO NOT REMOVE BALLOTS FROM THEIR SEALED APPLICATION ENVELOPES**

 Instructions for items to be packed in provisional ballot bag will be in a vinyl envelope attached to the bag.

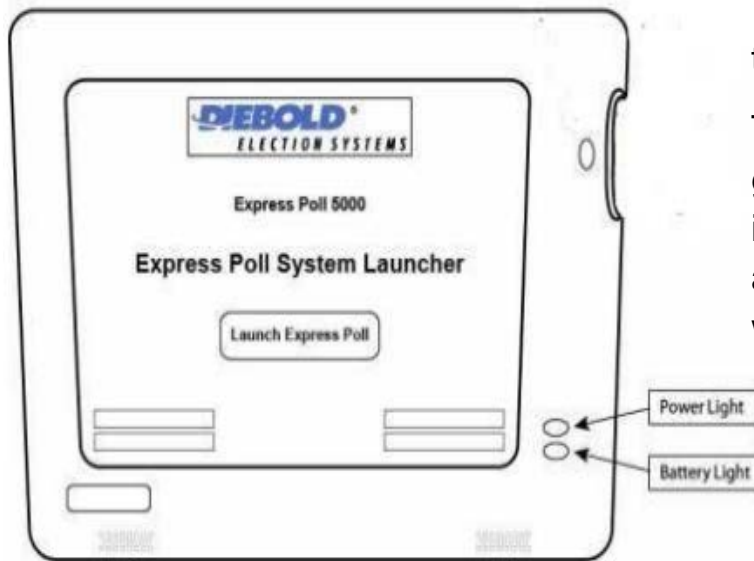
9. Place the closing security seal over the zippered opening in the provisional ballot bag and lock the bottom of bag.
10. A Howard County Board of Elections representative will take the provisional ballot bag(s) to be delivered to the main office as part of a chain of custody process.

 Continue to assist the chief judges with assignments they may give. It is important to complete all tasks quickly and efficiently.

## Chapter 10 –Electronic Pollbook

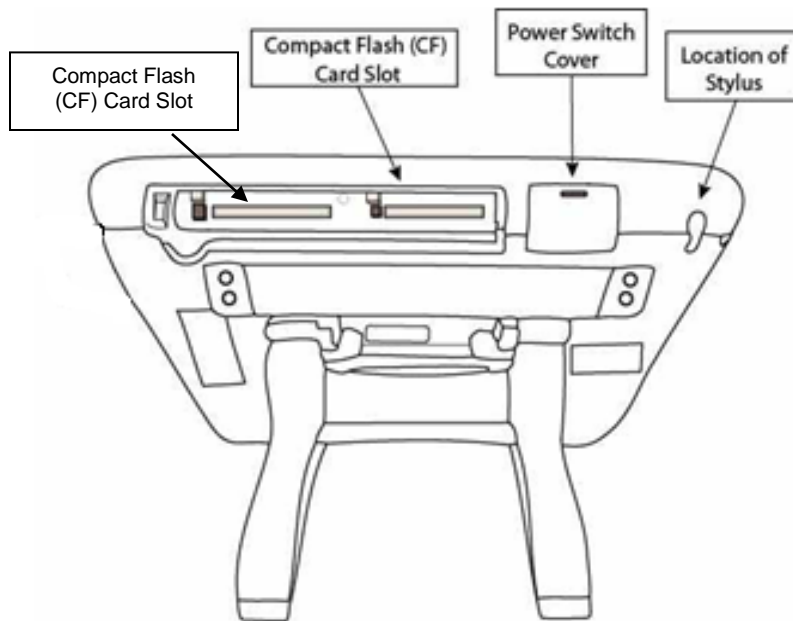
Introduction to the Electronic Pollbook .....	10.2
Unpacking the Electronic Pollbooks .....	10.3
Verifying the Electronic Pollbooks .....	10.6
Opening the Polls .....	10.10
Networking the Electronic Pollbooks .....	10.12
Networking Two Electronic Pollbooks .....	10.13
Networking Three or More Electronic Pollbooks to the Hub .....	10.15
Checking Synchronization .....	10.17
Entering and Clearing Data in the Pollbook .....	10.18
Finding Voters in the Electronic Pollbook .....	10.19
Finding Voters in the State Roster .....	10.22
Finding Voters by Street Address .....	10.23
Voter Not Found in the Electronic Pollbook .....	10.24
Voter is Registered in Another Precinct .....	10.25
Find a Voter’s Correct Polling Place .....	10.25
Checking in Voters .....	10.27
Issuing a Provisional Ballot .....	10.33
Special Situations .....	10.37
1. Voter Moved .....	10.37
2. Voter Claims a Different Party Affiliation or Whose Party Does Not Have a Ballot (Primary Election Only) .....	10.38
3. Voter’s Status is “Pend1”, “Pend2”, “ABS Issued”, or “Voted Early” .....	10.38
4. Inactive Status Voters (“ID Required” box is blank) .....	10.41
5. “Issued” Box is “Reg Issued” or “PROV” .....	10.42
6. ID Require – Show ID (Active or Inactive) .....	10.43
Standards for Acceptable Forms of ID .....	10.45
Standards for Unacceptable Forms of ID .....	10.46
Reprinting a Voter Authority Card .....	10.46
Resetting the Judge’s Name .....	10.47
Ending the Election .....	10.50
Packing the Electronic Pollbooks and Printers .....	10.54

## Introduction to the Electronic Pollbook



The **Power Light** is green when the unit is in use.

The **Battery Light** will flash green when the unit is plugged into an electrical power source and is charging. The light is off when there is no electrical power.



The **Compact Flash (CF) Card Slot** contains a compact flash card, a device used in the electronic pollbook for storing election information and a list of eligible voters. The protective cover for the Compact Flash Card Slot is to remain closed and sealed during an election.

The **Power Switch Cover** can be opened to access the on/off power switch.

The **Stylus** is the pen-shaped instrument with a hard point stored in the top of the unit to be used to navigate the electronic pollbook. You use the stylus to “tap” commands on the screen.

## Unpacking the Electronic Pollbooks

1. Verify the outer lock number on each case matches the number in column 1 of the *Electronic Pollbook Integrity Report*.



Pollbook cases packed in grey tote(s)



Electronic Pollbook Integrity Report  
2018 Gubernatorial Primary Election  
State of Maryland  
Date: 5/26/2018

County: Howard  
Dist/Pct: 01-08 BLKBRIDGE ELEMENTARY SCHOOL-CHESTERLA  
Combined District/Precinct(s): 01-17

JUDGES MUST: Complete ALL Grey Areas

1. Opening: Print and sign the opening Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form before polls open.
2. Complete the "Opening" section.
3. During: Verify and record information if you have to remove the inner seal during the day.
4. Closing: Print and sign the Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form.
5. Complete the "Closing" section.
6. Have Chief Judges sign this form AFTER the polls close.

Pollbook ID Number	OPENING				DURING		CLOSING		
	Outer Lock # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Red Seal # (on top lid of pollbook)	Verify inner seal was intact when polls opened	If inner red seal was removed during day please record reason Here. Use page back, if necessary	New Red Seal #	3 CR Cards removed from pollbook	Reattached Original Lock # Applied to storage case at close	
5181	0050239			VERIFY	DEM	RECORD	RECORD	VERIFY	RECORD
5210	0049753							YES	5181
3	5199	0050054						YES	5210
4	5388	0037207						YES	5199

To the best of our knowledge the information on this report is true and correct. The Electronic Pollbook CF Cards were removed at the close of the polls and packed in clear zipper bag for delivery to HCBQE by Rover/Clower.

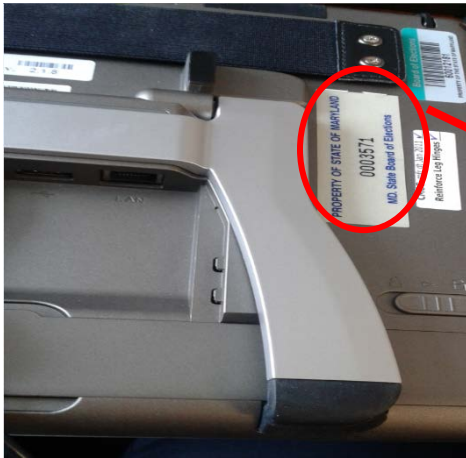
REPUBLICAN CHIEF JUDGE \_\_\_\_\_ 2 \_\_\_\_\_ DEMOCRATIC CHIEF JUDGE \_\_\_\_\_  
Revised 12/1/17

2. Remove the outer lock using the blue key attached to the blue lanyard. Reattach lock to case when pollbook has been removed.
3. Open the two latches.
4. Remove the electronic pollbook and power cord from the case.

**!** Do not grab the electronic pollbook by its legs! Use the elastic strap on the electronic pollbook.



- Verify the State Asset Tag number on the back of each electronic pollbook matches the numbers in column 2 of the *Electronic Pollbook Integrity Report*.



State of Maryland  
Date: 6/26/2018

**Electronic Pollbook Integrity Report**  
2018 Gubernatorial Primary Election

County: Howard  
Dist/Prec: 01-08 ELKBRIDGE ELEMENTARY SCHOOL-CAFETERIA  
Combined District/Precinct(s): 01-17

**JUDGES MUST: Complete ALL Grey Areas**

- Opening: Print and sign the opening Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form before polls open.
- Complete the "Opening" section.
- During: Verify and record information if you have to remove the inner seal during the day.
- Closing: Print and sign the Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form.
- Complete the "Closing" section.
- Have Chief Judges sign this form AFTER the polls close.

Pollbook ID Number	OPENING				DURING		CLOSING		
	Outer Lock # (on back of case)	State Asset Tag # (on back of pollbook)	Red Seal # (on top lid of pollbook)	Verify inner seal was intact when polls opened (initial)	If inner red seal was removed during day please record reason here. Use page back if necessary.	New Red Seal #	2 CF Cards removed from pollbook	Reattached Original Lock # (applied to storage case at closing)	
	VERIFY	VERIFY	VERIFY	DEM	REP	RECORD	RECORD	VERIFY	RECORD
1	5181	0050239						YES	5181
2	5210	0049753						YES	5210
3	5199	0050054						YES	5199
4	5366	0037207						YES	5366

To the best of our knowledge the information on this report is true and correct. The Electronic Pollbook CF Cards were removed at the close of the polls and packed in clear zipper bag for delivery to HCBOE by Rover/Closer.

REPUBLICAN CHIEF JUDGE \_\_\_\_\_ 2 DEMOCRATIC CHIEF JUDGE \_\_\_\_\_

Revised 12/1/17

- Verify the inner seal number on the top of each electronic pollbook is not broken and the number matches the numbers in column 3 of the *Electronic Pollbook Integrity Report*.



State of Maryland  
Date: 6/26/2018

**Electronic Pollbook Integrity Report**  
2018 Gubernatorial Primary Election

County: Howard  
Dist/Prec: 01-08 ELKBRIDGE ELEMENTARY SCHOOL-CAFETERIA  
Combined District/Precinct(s): 01-17

**JUDGES MUST: Complete ALL Grey Areas**

- Opening: Print and sign the opening Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form before polls open.
- Complete the "Opening" section.
- During: Verify and record information if you have to remove the inner seal during the day.
- Closing: Print and sign the Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form.
- Complete the "Closing" section.
- Have Chief Judges sign this form AFTER the polls close.

Pollbook ID Number	OPENING				DURING		CLOSING		
	Outer Lock # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Red Seal # (on top lid of pollbook)	Verify inner seal was intact when polls opened (initial)	If inner red seal was removed during day please record reason here. Use page back if necessary.	New Red Seal #	2 CF Cards removed from pollbook	Reattached Original Lock # (applied to storage case at closing)	
	VERIFY	VERIFY	VERIFY	DEM	REP	RECORD	RECORD	VERIFY	RECORD
1	5181							YES	5181
2	5210	0049753						YES	5210
3	5199	0050054						YES	5199
4	5366	0037207						YES	5366

To the best of our knowledge the information on this report is true and correct. The Electronic Pollbook CF Cards were removed at the close of the polls and packed in clear zipper bag for delivery to HCBOE by Rover/Closer.

REPUBLICAN CHIEF JUDGE \_\_\_\_\_ 2 DEMOCRATIC CHIEF JUDGE \_\_\_\_\_

Revised 12/1/17

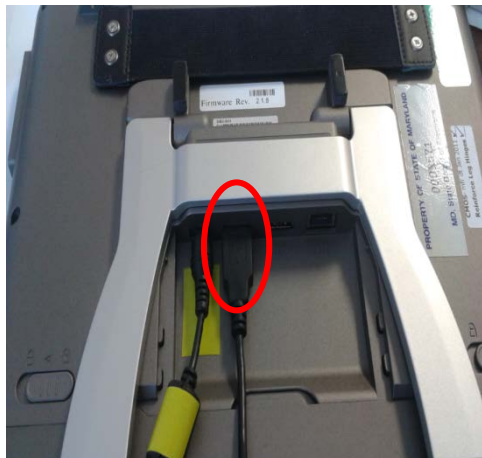
- Verify the Power Switch on the top is turned OFF.



8. Insert the power cord (marked with yellow tape) into the first connection slot marked with PWR and the other end into a power source. Do NOT turn on the power switch yet!



9. Take the printer's USB cable from the printer case and plug the larger end into either of the two USB ports located on the back of the electronic pollbook.



10. Plug one end of the printer's power cord (marked with blue tape) into the printer and the other end into a power source.

**!** The printer end of the power cord is bent 90 degrees (elbow shaped). DO NOT connect an electronic pollbook power cord to the printer. It will cause severe damage to the printer.

11. Plug the smaller end of the USB cable into the printer.



12. Repeat steps 2 through 11 for all electronic pollbooks.



There should be one printer for each electronic pollbook. If there are any printers missing, contact the local board of elections.

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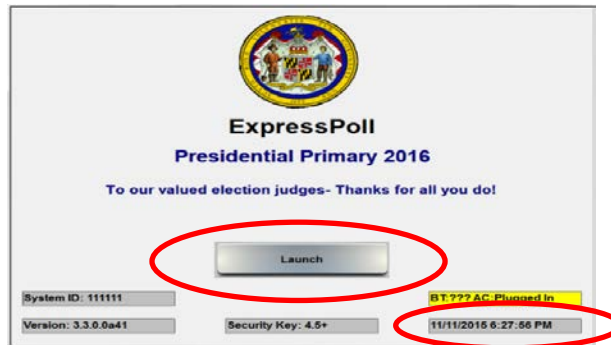
### Verifying the Electronic Pollbooks


1. Turn the power switch to ON. DO NOT NETWORK THE POLLBOOKS YET.

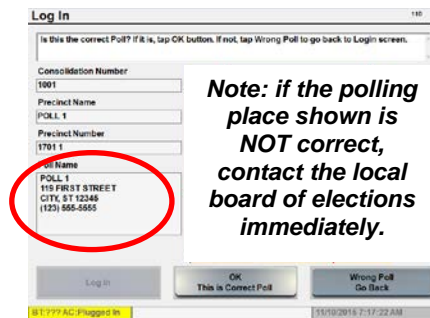



2. When the electronic pollbook switch is ON, the “Launch” screen will appear.
  - Verify the date and time is correct. If the date or time is incorrect, alert a chief judge who will seek technical support.

- If the date and time is correct, tap the “Launch” button with the stylus.

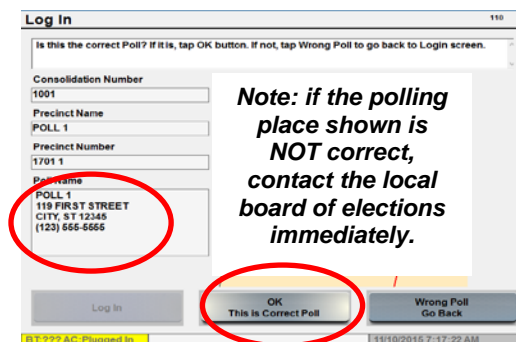


3. Verify the poll name on the left side.  At the pre-election night meeting pollbooks would be powered off at this point. During pre-election morning set up, follow above steps 1 – 3 starting on page 10.6 and continue to when pollbooks are ready to check-in voters.

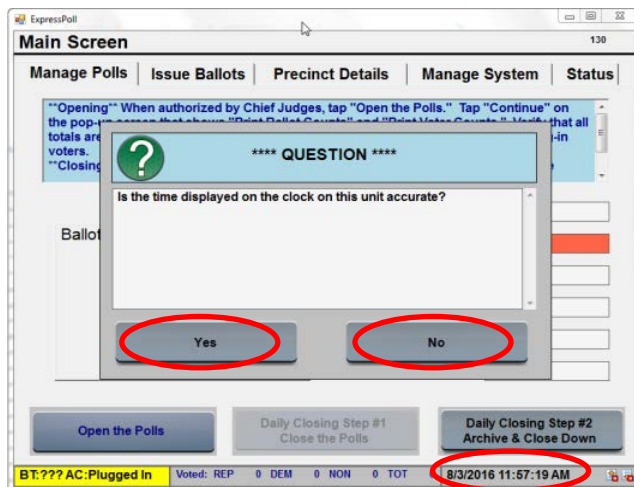


 If the polling place shown is not correct, alert a chief judge who will contact the local board of elections immediately.

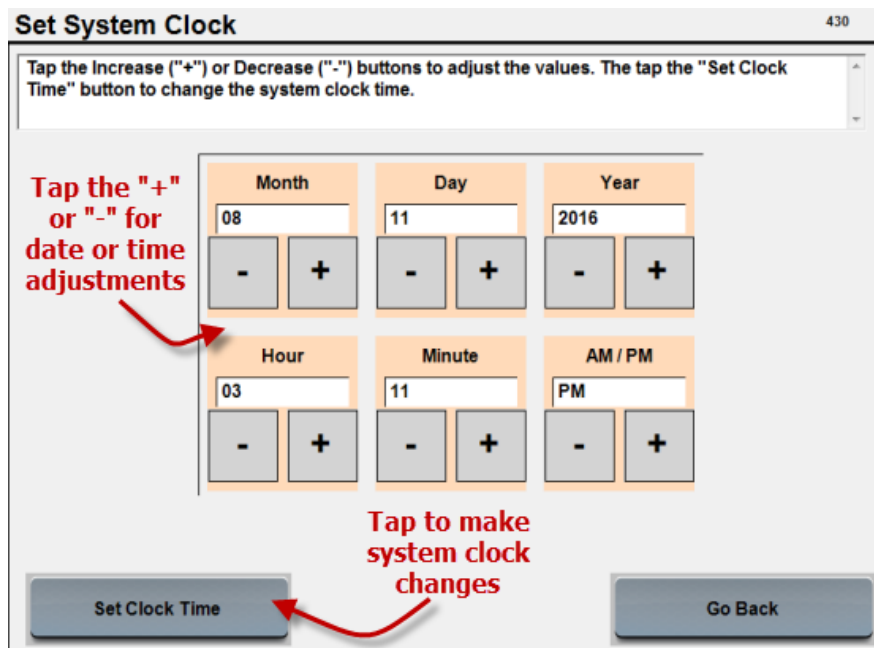
4. During election morning set up tap the “OK This is Correct Poll” button at the bottom of the screen.



5. Select “Yes” or “No” when prompted to check the clock accuracy in bottom right corner.



- If “No” is selected, go to step 6.
  - If “Yes” is selected, go to step 7.
6. Make the date and/or time adjustments by tapping “+” or “-”. Select “Set Clock Time” to make changes.



7. The “Main Screen” will appear with the “Manage Polls” tab at the top of the screen. The Poll Status will be “Closed.”



Almost everything you will need to know about using the electronic pollbook is in the onscreen instructions. Please read them!

**Main Screen** 130

**Manage Polls** | Issue Ballots | Precinct Details | Manage System | Status

**\*\*Opening\*\*** When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.

**\*\*Closing\*\*** When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the

**Statistics**

Ballots | Voters

Standard Ballots 0

Provisional Ballots 0

Consolidation Number 02001001

Poll Status **CLOSED**

Poll Opening Time 10:00AM

Poll Closing Time 8:00PM

# of Registered Voters 1564

Bulk Update Date

Open the Polls | Daily Closing Step #1 Close the Polls | Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In | Voted: TOT 0 | 1/23/2018 10:15:27 AM

8. Tap the "Ballots" and "Voters" tabs under the "Statistics" to verify that all the numbers are zero. Be sure to check both tabs under "Statistics" for zeroes before networking the electronic pollbooks.

**Main Screen** 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

**\*\*Opening\*\*** When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.

**\*\*Closing\*\*** When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the

**Statistics**

Ballots | Voters

Standard Ballots 0

Provisional Ballots 0

Consolidation Number 02001001

Poll Status **CLOSED**

Poll Opening Time 10:00AM

Poll Closing Time 8:00PM

# of Registered Voters 1564

Bulk Update Date

Open the Polls | Daily Closing Step #1 Close the Polls | Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In | Voted: TOT 0 | 1/23/2018 10:15:27 AM



Alert a chief judge immediately if any of these numbers are not zero. Do not network the electronic pollbooks if any number is not zero.

9. Verify that the totals at the bottom of the screen are zero.

For the primary election:



For the general election:



Alert a chief judge immediately if any of these numbers are not zero. Do not network the electronic pollbooks if any number is not zero.

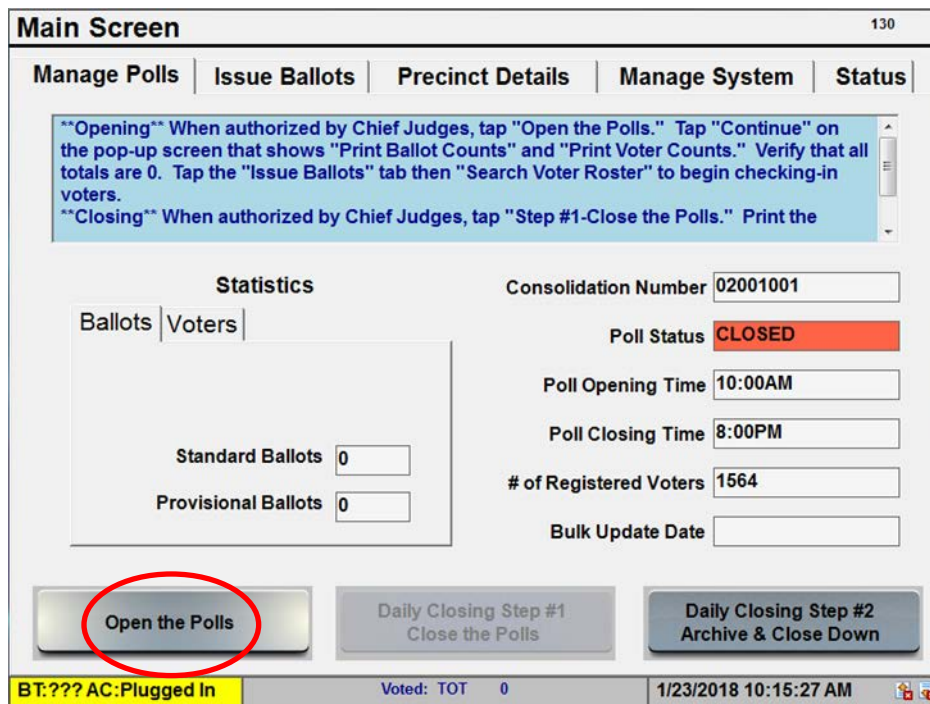
10. Repeat steps 1 through 9 for all electronic pollbooks.

## Opening the Polls

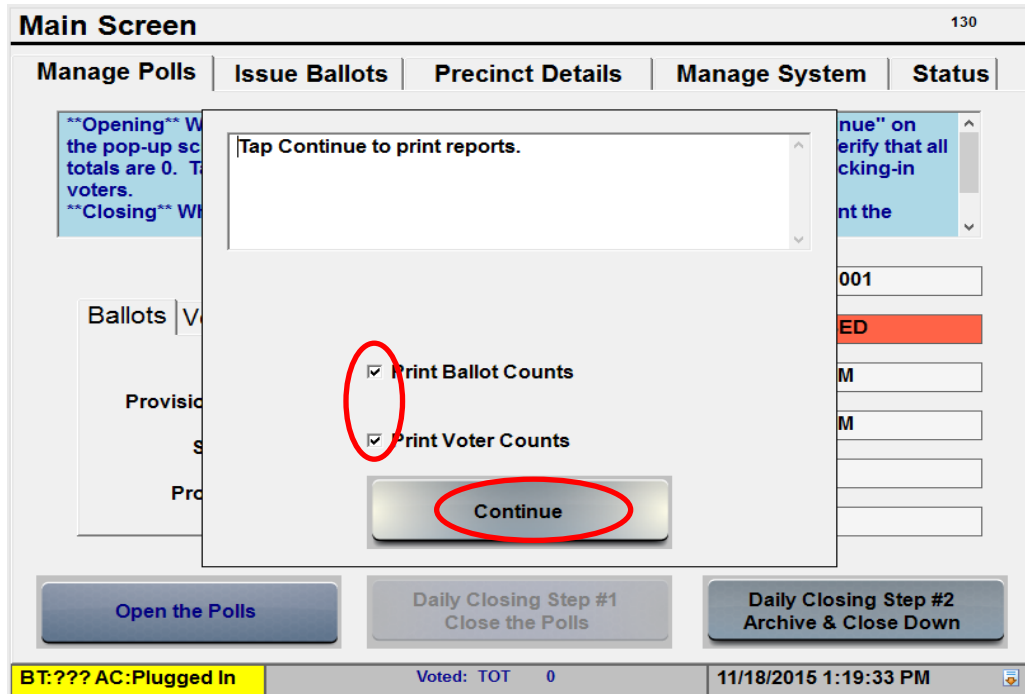
Do not check-in voters before 7:00 a.m.

Steps 1 through 4 can be performed on each electronic pollbook before 7:00 a.m.

1. Tap the "Open the Polls" button



- Be sure the Print Ballot Counts and Print Voter Counts boxes have check marks in the pop-up menu.



- Tap "Continue" to print the Ballot Counts and Voter Counts reports.
- Two reports will print.
- Verify all totals on the Consolidated Voter Counts Report and Consolidated Ballot Counts Report are zero. Alert a chief judge immediately if the totals are not zero.

Consolidated Voter Counts Report			
Consolidation: # 08EV01 EPB Number: 035979			
Poll Description: Charles County Board of Elections			
Report Date and Time: 11/17/2015 09:52:54			
Party	Total	Reg	Provisional
REP	0	0	0
DEM	0	0	0
GRN	0	0	0
LIB	0	0	0
UNA	0	0	0
OTH	0	0	0
TOT	0	0	0

Consolidated Ballot Counts Report				
Consolidation: # 20005001 EPB Number: 999				
Poll Description: Mt Vernon Fire Dept				
Report Date: 04/01/2010 13:45:31				
	TOT	DEM	REP	NON
Issued	0	0	0	0
Reiss	0	0	0	0
Canc	0	0	0	0
Net	0	0	0	0
Prov Issued	0	0	0	0
Prov Reiss	0	0	0	0
Prov Canc	0	0	0	0
Net Prov	0	0	0	0
Net Ballots	0	0	0	0

6. The “Poll Status” will change from red to green and display “OPENED.”

The screenshot shows the 'Main Screen' of an electronic pollbook system. At the top, there are navigation tabs: 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'. Below the tabs is a blue instruction box. The main area is divided into 'Statistics' and 'Consolidation Number' sections. The 'Statistics' section has 'Ballots' and 'Voters' tabs, with 'Standard Ballots' and 'Provisional Ballots' both set to 0. The 'Consolidation Number' is 02001001. The 'Poll status' is 'OPENED', highlighted in green and circled in red. Other fields include 'Poll Opening Time' (10:00AM), 'Poll Closing Time' (8:00PM), '# of Registered Voters' (1564), and 'Bulk Update Date'. At the bottom, there are three buttons: 'Open the Polls', 'Daily Closing Step #1 Close the Polls', and 'Daily Closing Step #2 Archive & Close Down'. A status bar at the very bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 0', and the date/time '1/23/2018 10:24:44 AM'.

7. Repeat steps 1 through 6 for all electronic pollbooks.

## Networking the Electronic Pollbooks

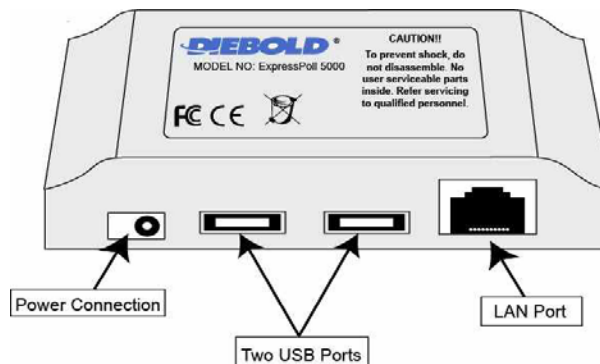


Do not network the electronic pollbooks until after:

- All electronic pollbooks have been turned on individually.
- The “Statistics” on the “Main Screen” are verified as zeroes for the “Ballots” and “Voter” tabs.
- After the *Consolidated Voter Counts Report* and *Consolidated Ballot Counts Report* are printed on each electronic pollbook.

A. The back of the electronic pollbook has four ports, from left to right:

1. Power connection
2. Two USB ports for the printer
3. LAN port that connects all the electronic pollbooks in the same polling place together




- B. All cable connectors are unique and fit only one way. Insert the USB plug with USB icon facing up. Insert LAN plug with locking tab facing up.



---

## Networking Two Electronic Pollbooks

 For more than two electronic pollbooks, see the “Networking Three or More Electronic Pollbooks to the Hub” section of this chapter.

1. Turn both electronic pollbooks **OFF** before connecting the network cables.



2. Connect one end of the red crossover cable into the LAN port on the back of one electronic pollbook.



3. Connect the other end of the crossover cable into the LAN port on the back of the other electronic pollbook.




4. Turn an electronic pollbook ON one at a time until the “Launch” screen appears.



5. Proceed to the “Checking Synchronization” section of this chapter.

---

### Networking Three or More Electronic Pollbooks to the Hub

 For two electronic pollbooks, see the “Networking Two Electronic Pollbooks” section of this chapter.

1. Turn all electronic pollbooks **OFF before** connecting the network cables.



2. The hub (or switch) connects more than two electronic pollbooks and allows them to synchronize data in a polling place. There are several models used and their appearances vary.



3. Connect the hub's power cord into the first socket in the back of the hub.



4. Insert the power cord plug into the power strip. The hub's power light indicator will turn on.
5. Connect one end of a hub cable into the LAN port of an electronic pollbook.



6. Connect the other end of the hub cable to any port in the hub.



7. Repeat steps 1 through 6 for each electronic pollbook.

8. Turn an electronic pollbook ON one at a time until the “Launch” screen appears.



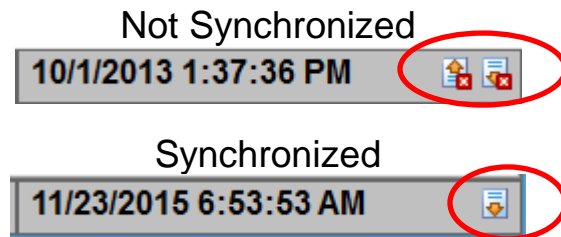
9. Proceed to the “Checking Synchronization” section of this chapter.

---

### **Checking Synchronization**

Check that the electronic pollbooks are synchronized with other electronic pollbooks in the polling place. This is indicated by a pair of icons in the lower right corner of the screen. If the electronic pollbooks are not synchronized, check that all connections between the electronic pollbooks and the hub are intact. If the electronic

pollbooks will not synchronize, alert a chief judge who will seek technical assistance.



Throughout the day, periodically check the “Voted:” totals at the bottom of the screen against the other electronic pollbook(s) in the polling place. All totals should match.



If the electronic pollbooks are not synchronized, check that all connections between the electronic pollbooks and the hub are intact. If the electronic pollbooks will not synchronize, alert a chief judge who will seek technical assistance.

---

### Entering and Clearing Data in the Pollbook

The electronic pollbook accepts only letters A-Z for name lookup. (No spaces, hyphens or apostrophes.) The voter’s name will print correctly (including apostrophes) on the voter authority card.

- Tap the “back space” key to delete one or more letters.
- Tap the “clear” key to delete an entire field.
- Tap the “Clear ALL” button to clear all search fields.

## Finding Voters in the Electronic Pollbook



Check-in judges **may not ask for ID**, but may accept an ID **if offered** by a voter. Judges **must also ask** the voter to state his or her name, address, and month and day of birth.

1. Tap the “Issue Ballots” tab at the top of the screen.

**Main Screen** 130

Manage Polls | **Issue Ballots** | Precinct Details | Manage System | Status

**\*\*Opening\*\*** When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.

**\*\*Closing\*\*** When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the

**Statistics**

Ballots | Voters

Standard Ballots

Provisional Ballots

Consolidation Number

Poll Status **OPENED**

Poll Opening Time

Poll Closing Time

# of Registered Voters

Bulk Update Date

Open the Polls | Daily Closing Step #1 Close the Polls | Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In | Voted: TOT 0 | 1/23/2018 10:24:44 AM

2. Tap the “Search Voter Roster” button on the bottom left of the “Issue Ballots” screen.

**Main Screen** 130

Manage Polls | **Issue Ballots** | Precinct Details | Manage System | Status

Use only letters A - Z for lookup. (No hyphens, spaces or apostrophes).

**\*\*\* USE "4 & 3" for Faster Lookup! \*\*\***

- 1) Enter the FIRST 4 LETTERS of the LAST NAME.
- 2) Enter the FIRST 3 LETTERS of the FIRST NAME.
- 3) Confirm the voter's DATE OF BIRTH.

Tap the "Search Voter Roster" button to check in voters.

The "Find Polls" button is used to find a polling place based on the voter's street address.

**Search Voter Roster** | Find Polls

BT:??? AC:Online | Voted: DEM 0 REP 0 NON 0 TOT 0 | 10/29/2013 10:35:20 AM

3. The “Find Voters” screen appears next. You are ready to check-in voters.

**Find Voters** 205

Ask the voter to state his or her name. Enter the first 4 letters of the voter's LAST NAME, then the first 3 letters of the FIRST NAME. A list of voters' names will appear on the screen. The list will get shorter as you add more of the voter's information.

When you see the voter's name on the list, ask the voter to state his or her MONTH AND DAY OF BIRTH then tap on that voter's row to continue.

If TOO MANY voters are found, enter the voter's Middle Initial, DOB, & Zip Code. If NO VOTERS are found, check the spelling or tap the "Search State" button. If you don't see the voter's last name in

Find by Name | Find by Address | Find by ID

Last Name |  
First Name | Middle Init. |  
Zip Code | Birth MMDD |

Search Precinct/EV Count  
Search State

Clear ALL  
Return to Main

1 2 3 4 5 6 7 8 9 0 .  
Q W E R T Y U I O P -  
A S D F G H J K L ' back space  
Z X C V B N M space clear

BT:???, AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/29/2013 10:37:14 AM

4. Inform each voter that there is an accessible way to read or mark your ballot. Be sure to say to each voter, ***“There is an accessible way to read or mark your ballot.”***
5. Ask ***“What is your name?”***
  - Repeat the voter’s name and type in the voter’s name in the “Find Voters” screen of the electronic pollbook.



Use the **4-3 method** by entering only the first 4 letters of the voter’s last name and the first 3 letters of the voter’s first name.

- On the “Find Voters” screen, tap the keys to enter **the first 4 letters of the voter’s last name**. Note: Do not use apostrophes or hyphens. For example, O’Neal should be entered ONEA, El-Habib should be entered as ELHA, etc.

**Find Voters** 205

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01 /1802	Active	None	REP
Lincoln Abe Q	1/2 Main St Anytown 12345	Anne Arundel	03/23 /1994	Active	None	UNA
Lincoln Abraham Quincy	2 Main St Anytown 12345	Anne Arundel	02/02 /1836	Active	None	DEM
Lincoln Abraham Quincy	1 Main St Anytown 12345	Anne Arundel	01/01 /1830	Active	None	NON

7 voters found.

Find by Name | Find by Address | Find by ID

Last Name | L |

First Name | | Middle Init. | |

Zip Code | | Birth MMDD | |

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

Search Precinct/EV Count

Search State

Clear ALL

Return to Main

BT:???:AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/1/2013 2:50:22 PM

- Tap the “First Name” box before entering the first 3 letters of the voter’s first name. The list of names will get shorter as you add letters.

**Find Voters** 205

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01 /1802	Active	None	REP

1 voters found.

Find by Name | Find by Address | Find by ID

Last Name | LINC |

First Name | ABR | Middle Init. | |

Zip Code | | Birth MMDD | 03/01 |

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

Search Precinct/EV Count

Search State (add mi)

Clear ALL

Return to Main

BT:???:AC:Online Voted: DEM 0 REP 0 NON 0 TOT 1 10/1/2013 1:26:06 PM



If you need to narrow down the search (a scroll bar appears on the right side indicating a long list), tap on the “Middle Init” box, and tap the first letter of the voter’s middle name. If the voter has no middle name, use the “space” key to enter a blank space in the “Middle Init” box.

You may also narrow the voter search by entering the voter’s zip code or month and day of birth. This can only be done after at least one letter has been entered for the voter’s last and first name fields.

## 6. Ask “*What is your month and day of birth?*”

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01 /1802	Active	None	REP

CONFIRM

Find by Name | Find by Address | Find by ID

Last Name | LINC | Middle Init. |

First Name | ABR | Birth MMDD | 03/01 |

Zip Code |

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

Search Precinct/EV Count

Search State (add mi)

Clear ALL

Return to Main

BT:?? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 1 10/1/2013 1:26:06 PM

**!** Confirm the voter’s month and day of birth to be sure you see the correct voter. Be careful to not confuse father and son, mother and daughter, father and daughter, etc.

## 7. If you cannot find the voter’s name in the precinct roster:

- Enter the voter’s name without punctuation (apostrophes, hyphens, etc).
- Enter the voter’s date of birth (use the MMDD format). For example, August 2 would be entered as 0802.
- Check all possible variations of spelling for the name or ask the voter to spell his or her name.
- Search the State roster (see the “Finding Voters in the State Roster” section below).
- See the “Finding Voters by Street Address” section of this chapter.

---

## Finding Voters in the State Roster

1. If you cannot find a voter’s name in the precinct roster and have verified the correct spelling, tap the “Search State” button to widen the search.

**Find Voters** 205

\*\*\* Voter NOT FOUND in Precinct \*\*\*.  
 Search the state for this voter:  
 1) Make sure that the "4 & 3" letters are entered correctly  
 (first 4 letters of last name, first 3 letters of first name)  
 3) Enter Date Of Birth  
 2) Enter Middle Initial  
 4) Tap the "Search State" button.  
 If voter is still NOT FOUND, try "Find by Address"

Find by Name | Find by Address | Find by ID

Last Name: ZZZZ  
 First Name: ZZZ Middle Init. X  
 Zip Code: 20201 Birth MMDD: 09/19

Search Precinct/EV Count  
 Search State  
 Clear ALL  
 Return to Main

BT:???:AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/1/2013 3:21:43 PM

2. If there are too many voters found in the State, enter more letters of the last and first names to narrow the search.

**!** When searching for a common name (Jane Smith, Mary Williams, James Johnson, etc.), the best way to narrow the search is to add the voter's middle initial, date of birth, and/or zip code.

**!** To use the middle initial to search for a voter with no middle name, you must use the "space" key to enter a blank space in the "Middle Init" box.

## Finding Voters by Street Address

1. If you cannot find a voter's name after checking for various spellings, tap on the "Find by Address" tab and enter the voter's house number and street name.

**Find Voters** 205

Find a voter using a street address:  
 1) Enter the Street name  
 Note: If street name has a direction (N, S, E, W, NE, NW, SE, SW) the abbreviated direction MUST be included (with no period).  
 Example: If voter lives on South Main Street, enter "S MAIN"  
 2) Enter the House Number

Find by Name | Find by Address | Find by ID

House #  
 Street Tap here to enter data Apt.  
 Zip Code

Search Precinct/EV Count  
 Search State (add mi)  
 Clear ALL  
 Return to Main

BT:???:AC:Plugged In Voted: TOT 2 1/14/2016 2:59:01 PM

Find Voters							205
Name	Address	County	DOB	Status	Issued	Party	
Harrison William Henry	9 Main St Anytown 12345	Anne Arundel	09/14 /1952	Active	ABS Issued	UNA	

1 voters found.

Find by Name | Find by Address | Find by ID

House # 9

Street MAIN Apt.

Zip Code

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

Search Precinct/EV Count

Search State

Clear ALL

Return to Main

BT:?? AC:Plugged In Voted: TOT 0 10/1/2013 3:41:21 PM



The “Find by Address” lookup always searches the entire state.  
 \*\*\*There will be a long pause after the first letter entered upon searching.

- If voter’s street name includes a directional, type “N” for “North,” “S” for “South,” etc. DO NOT put a period after the abbreviation.
- Select the voter’s name on the “Find Voters” screen to continue checking in the voter.

### Voter Not Found in the Electronic Pollbook

If you cannot find the voter’s name in the electronic pollbook, alert a chief judge immediately. If necessary, a chief judge may call the Howard County Board of Elections at 410-313-5820 for a voter not found in pollbook searches for further confirmation. For a voter not found in the pollbook, the chief judge will explain to the voter his or her voting options.



If the voter cannot be found in the electronic pollbook, the voter may only be issued a provisional ballot.

1. If the voter is registered to vote and is at or chooses to go to the correct precinct for the voter's address, all contests will be counted.
2. If the voter is registered to vote and is not at and chooses not to go to the correct precinct for the voter's address, only the contests the voter is eligible to vote for will be counted.
3. If the voter is not registered to vote, no contests will be counted.


---

## Voter is Registered in Another Precinct

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

1. If the voter chooses to go to the correct precinct, 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.

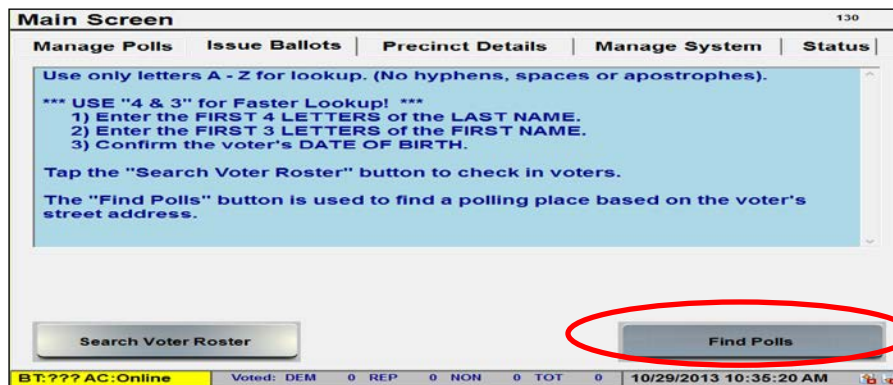
**Use provisional code 1.**

 The electronic pollbook will find a voter's assigned polling place based on the voter's registered address. See the "Find a Voter's Correct Polling Place" section in this chapter.

---

## Find a Voter's Correct Polling Place

1. Tap "Find Polls" under the "Issue Ballots" tab on the Main Screen.



2. Enter the voter's current address.

**Find the correct Polling Place for a Street Address** 380

Find the polling place for a street address:  
1) Enter the Street name  
Note: If street name has a direction (N, S, E, W, NE, NW, SE, SW) the abbreviated direction MUST be included (with no period).  
Example: If voter lives on South Main Street, enter "S MAIN"  
2) Enter the House Number

House #

Street  Apt.

Zip Code

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

Clear

Go Back to Find Voters

BT: ??? AC: Plugged In Voted: TOT 0 11/19/2015 1:36:34 PM

**!** If the street name includes a direction, the street name must be preceded by the directional abbreviation (N, S, E, W, etc.). Do not put periods after the abbreviation. It is not necessary to enter a street type (St, Rd, Ave, Ct, etc.) after the street name.

**!** For numbered streets, first try numbers (not spelled out.) Try "2ND" for 2<sup>nd</sup> Street or 2<sup>nd</sup> Avenue, "5TH" for 5<sup>th</sup> Ave. If the street is not found, try spelling out the street. For example, try: "FOURTH" for 4<sup>th</sup> Street or 4<sup>th</sup> Avenue, "W FIFTH" for West 5<sup>th</sup> Street.

3. All address ranges that match the search criteria will be displayed. Enter house number and zip code to narrow the search. Tap the row to display the polling place details.

**Find the correct Polling Place for a Street Address** 300

Street	House No.	Apt No.	Side	Precinct
Main Ave SW Glen Burnie 21061	2 to 320		B	002-007-1
Main St Prince Frederick 20678	00 to 1325		B	002-004-1
Main St Grantsville 21536	00 to 724		B	003-001-1
Main St Deer Park 21650	00 to 636		B	010-000-1

24 Streets Found

House #

Street  Apt.

Zip Code

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

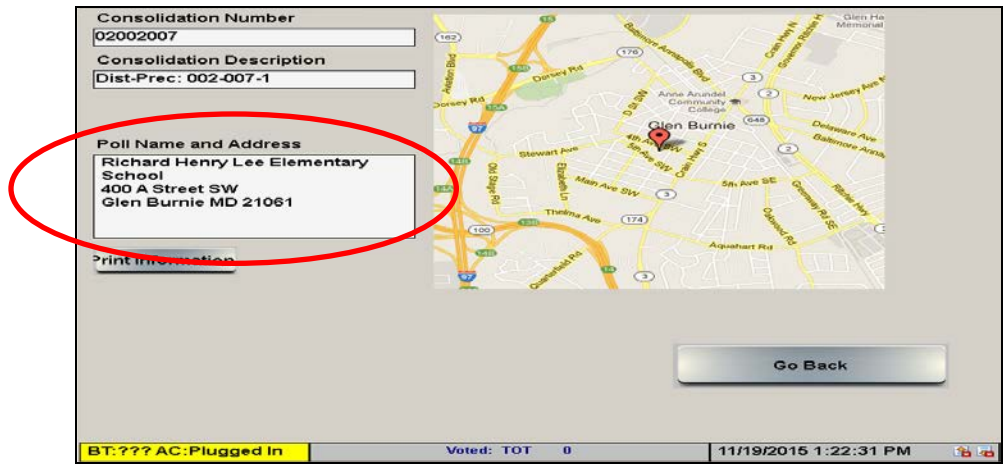
A S D F G H J K L ' back space

Z X C V B N M space clear

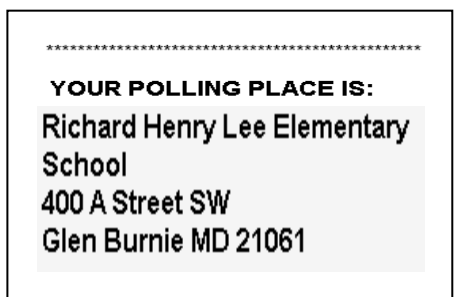
Clear

Go Back to Find Voters

BT: ??? AC: Plugged In Voted: TOT 0 11/19/2015 1:20:56 PM



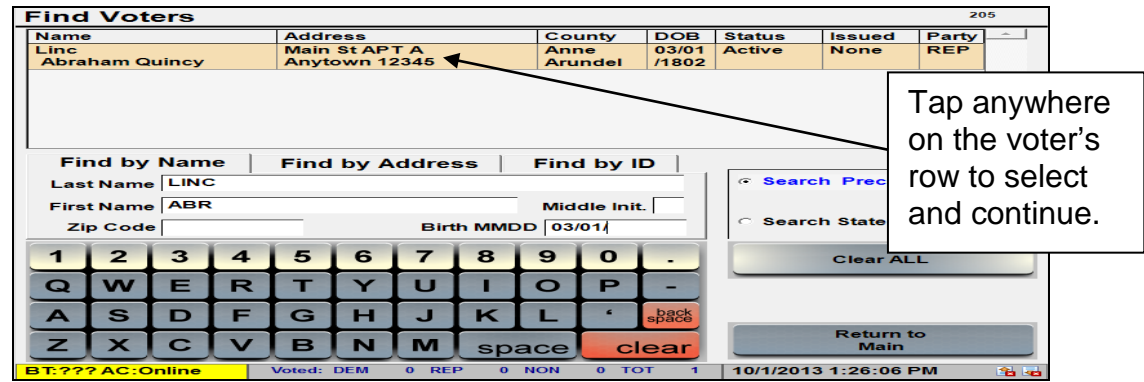
4. Tap the “Print Information” button for a paper print-out of the polling place name and address that can be given to the voter. The map will not print.




5. Tap “Go Back,” then tap “Go Back to Find Voters” to return to the Main Screen to continue checking in voters.


## Checking in Voters

1. Once you have located the voter’s name, tap anywhere in that voter’s row on the screen to open the “Voter Record” screen. The “Voter Details” tab will be open.

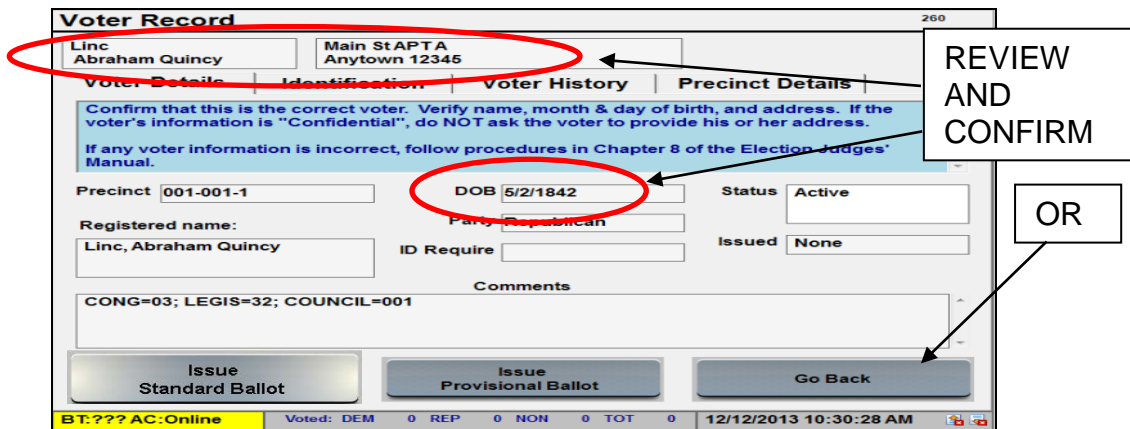


2. Ask “**What is your address?**” Compare the voter’s response with what is shown in “Voter Details.” If the voter’s response is the same as what is shown at the top of the screen, go to step 3.

 If the voter’s address is different than what is shown in the electronic pollbook, see item #1 of the “Special Situations” section of this chapter.

 If the voter’s address is marked “Confidential,” the voter’s address will not appear in the electronic pollbook. **Do not ask the voter to verify his or her address.** Continue the check-in process.

3. Review the information on the screen to confirm that you have the correct voter. If the information is correct and you are sure you have the correct voter, go to step 4 (Primary Election) or step 5 (General Election). Tap on the “Go Back” button if you have selected the wrong voter.



**Voter Record** 260

Linc Abraham Quincy Main St APT A Anytown 12345

Voter Details Identification Voter History Precinct Details

Confirm that this is the correct voter. Verify name, month & day of birth, and address. If the voter’s information is “Confidential”, do NOT ask the voter to provide his or her address. If any voter information is incorrect, follow procedures in Chapter 8 of the Election Judges’ Manual.

Precinct 001-001-1 DOB 5/2/1842 Status Active

Registered name: Linc, Abraham Quincy Party Republican Issued None

ID Require

Comments

CONG=03; LEGIS=32; COUNCIL=001

Issue Standard Ballot Issue Provisional Ballot Go Back

BT:?? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 10:30:28 AM

4. **Primary election only:** Discreetly ask “**What is your party affiliation?**” If the voter’s response is the same as what is shown in the “Party” box, go to step 5.



If the voter claims a different party affiliation, wants to vote another party's ballot, or whose party does not have a ballot for this election, see item #2 of the "Special Situations" section of this chapter.

**Voter Record** 260

Linc Abraham Quincy Main St APTA Anytown 12345

Voter Details Identification Voter History Precinct Details

Confirm that this is the correct voter. Check the voter's NAME, ADDRESS, and DOB. If the voter's information is "Confidential", Do NOT ask the voter to state his or her address.

If any voter information is incorrect, give the voter a Voter Update Form.

Precinct 001-001-1 DOB 05/02/1842 Status Active

VRN 3

Registered name: Party **Republican** Issued None

ID Required

Comments

CONG=03; LEGIS=32; COUNCIL=001

Issue Standard Ballot Issue Provisional Ballot Go Back

BT:??? AC:Plugged In Voted: TOT 0 1/23/2018 10:30:56 AM

5. Review the "Status" box in "Voter Details". If "Active" or "Inactive", proceed to Step #6.

**Voter Record** 260

Linc Abraham Quincy Main St APTA Anytown 12345

Voter Details Identification Voter History Precinct Details

Confirm that this is the correct voter. Check the voter's NAME, ADDRESS, and DOB. If the voter's information is "Confidential", Do NOT ask the voter to state his or her address.

If any voter information is incorrect, give the voter a Voter Update Form.

Precinct 001-001-1 DOB 05/02/1842 Status **Active**

VRN 3

Registered name: Party Republican Issued None

ID Required

Comments

CONG=03; LEGIS=32; COUNCIL=001

Issue Standard Ballot Issue Provisional Ballot Go Back

BT:??? AC:Plugged In Voted: TOT 0 1/23/2018 10:30:56 AM



If the voter's status is "Pend1", "Pend2", "ABS Issued", or "Voted Early", see item #3 of the "Special Situations" section of this chapter.



If the voter's status is "Inactive" and the "ID Require" box is blank, see item #4 of the "Special Situations" section of this chapter.



If the voter's status is "Active" or "Inactive" and the "ID Require" box is "Show ID", see item #6 of the "Special Situations" section of this chapter.

6. Review the "Issued" box in "Voter Details". If "None" or blank, **proceed to Step #7.**

**Voter Record** 260

Linc Abraham Quincy      Main St APTA Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

Confirm that this is the correct voter. Check the voter's NAME, ADDRESS, and DOB. If the voter's information is "Confidential", Do NOT ask the voter to state his or her address.  
If any voter information is incorrect, give the voter a Voter Update Form.

Precinct: 001-001-1      DOB: 05/02/1842      Status: Active

VRN: 3

Registered name:      Party: Republican      **Issued: None**

ID Required:      Comments: CONG=03; LEGIS=32; COUNCIL=001

Issue Standard Ballot      Issue Provisional Ballot      Go Back

BT:??? AC:Plugged In      Voted: TOT 0      1/23/2018 10:30:56 AM



If the voter's "Issued" box is "Reg Issued" or "PROV", see item #5 of the "Special Situations" section of this chapter.

7. Review the “ID Required” box in “Voter Details”. If the “ID Required” box is blank, tap the “Issue Standard Ballot” button and **proceed to Step #8.**

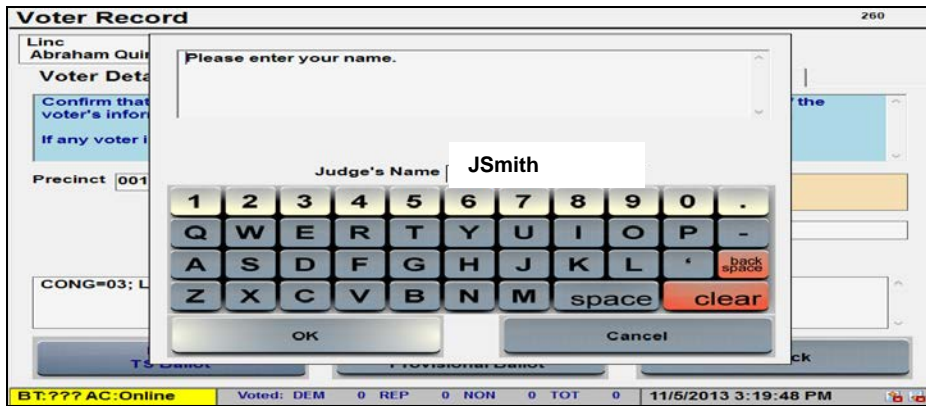
The screenshot shows the "Voter Record" interface. At the top, there are two input fields: "Linc" with the value "Abraham Quincy" and "Main St APTA" with the value "Anytown 12345". Below these are four tabs: "Voter Details", "Identification", "Voter History", and "Precinct Details". A blue instruction box contains the text: "Confirm that this is the correct voter. Check the voter's NAME, ADDRESS, and DOB. If the voter's information is 'Confidential', Do NOT ask the voter to state his or her address. If any voter information is incorrect, give the voter a Voter Update Form." Below this, there are several fields: "Precinct" (001-001-1), "DOB" (05/02/1842), "Status" (Active), "VRN" (3), "Registered name:" (empty), "Party" (Republican), and "Issued" (None). The "ID Required" field is empty and circled in red. Below the fields is a "Comments" section with the text "CONG=03; LEGIS=32; COUNCIL=001". At the bottom, there are three buttons: "Issue Standard Ballot" (circled in red), "Issue Provisional Ballot", and "Go Back". The footer shows "BT:?? AC:Plugged In", "Voted: TOT 0", and "1/23/2018 10:30:56 AM".



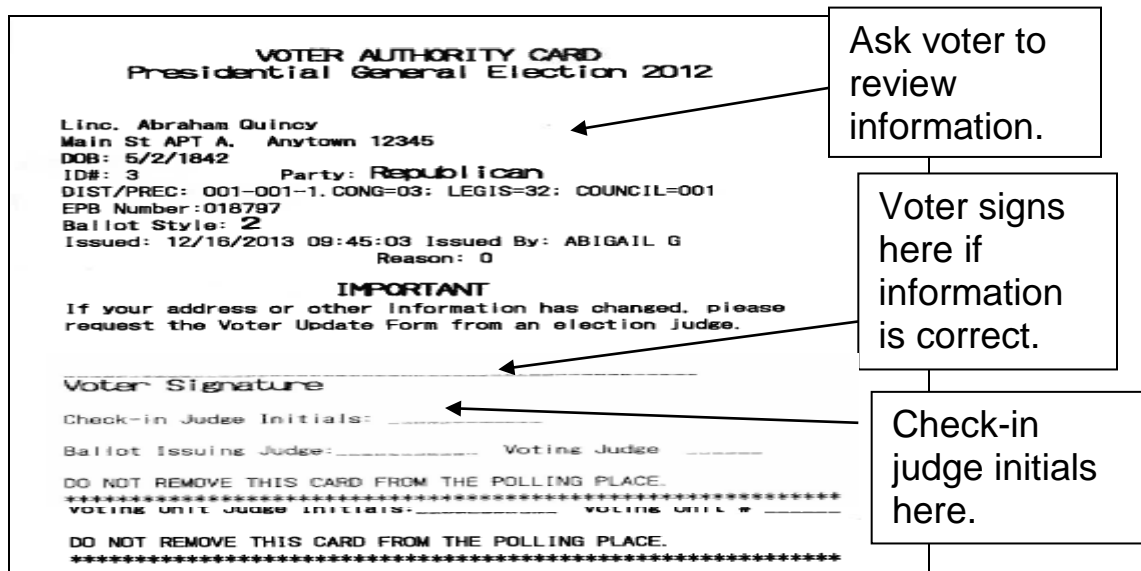
If the voter’s “Status” is “Active” or “Inactive” and the “ID Require” box is “Show ID”, see item #6 of the “Special Situations” section of this chapter.



The first time you attempt to issue a ballot, you will be prompted to enter your name. Type in the first initial of your first name and then your last name with no spaces. Tap “OK” to continue. You will not have to enter your name or initials to issue ballots again unless the judge’s name on the electronic pollbook is reset. See the “Reset Judge’s Name” section of this chapter for more information.



8. A voter authority card will print.
9. Ask the voter to verify the printed information and sign the voter authority card.



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

10. The check-in judge initials the voter authority card.
11. Direct the voter to the ballot issuance table with voter authority card in their hand.
12. The voting judge at the ballot issuance table initials the voter authority card on the "Ballot Issuing Judge" line before giving the voter his or her paper ballot.

13. The voting judge will give the voter the paper ballot, privacy sleeve, and voter authority card and direct the voter to a voting booth. In the pollbook, this voter will now be marked as “Reg Issued” in the “Issued” column on the “Find Voters” screen.

Find Voters							205
Name	Address	County	DOB	Status	Issued	Party	
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	05/02 /1842	Active	REG Issued	REP	

1 voters found.

Find by Name | Find by Address | Find by ID

Last Name: LINC | First Name: | Middle Init: | Zip Code: | Birth MMDD: | Search Precinct/EV Count | Search State (add mi) | Clear ALL | Return to Main

BT:??? AC:Plugged In | Voted: TOT 2 | 11/19/2015 3:25:30 PM

**!** The “Voted:” counts on the status bar will increase by one for each voter who is issued a ballot. Counts shown are the number of voters, not ballots. A “re-issued” ballot will not increase the count. Party counts are based on the ballot issued party.

### Issuing a Provisional Ballot

In some situations, the electronic pollbook automatically prevents a voter from being issued a regular ballot (i.e., not provisional) and allows only a provisional ballot to be issued. Examples include “pending” status voters and voters not in their registered precinct.

There are also situations where the electronic pollbook will allow a voter to be issued a regular ballot, but the voter should be issued a provisional ballot instead. Examples include “Active (or Inactive) - show ID” voters or voters who are challenged by a poll watcher

without acceptable identification, extended hours voters, and primary voters claiming a different party affiliation than what is shown in the electronic pollbook.

**UNDER CHIEF JUDGE SUPERVISION**, once it has been determined that the voter should be issued a provisional ballot, the steps are:

1. Voter must be qualified as a provisional voter by a chief judge.
2. Verify the voter's information on the "Voter Details" tab in the "Voter Record" screen.
3. Tap "Issue Provisional Ballot" button.

The screenshot shows the 'Voter Record' interface for John Quincy Adams. The voter's name and address are displayed at the top. Below this, there are tabs for 'Voter Details', 'Identification', 'Voter History', and 'Precinct Details'. A blue highlighted message states: 'This voter is flagged as "Voted Early." If the voter wants to cast a ballot now, he or she must vote by provisional ballot. Enter "4" on the "Enter Provisional Reason" screen.' The voter's details include Precinct 001-001-1, DOB 3/16/1800, Status Voted Early, Registered name Adams, John Quincy, Party Democrat, and Issued None. A 'Comments' field contains 'CONG=03; LEGIS=32; COUNCIL=001'. At the bottom, there are two buttons: 'Issue Provisional Ballot' (highlighted with a red circle) and 'Go Back'. The footer shows 'BT:??? AC:Online', voting counts for DEM, REP, NON, and TOT, and the date/time 12/12/2013 12:13:03 PM.

4. The "Select Ballot" screen will appear. Tap on "Select Ballot Reason" to access a drop-down menu of provisional ballot reason codes. The "Select Paper Ballot" button will become available after a provisional ballot reason code is selected.



The voter's current information is highlighted in blue.



Carefully select the appropriate provisional ballot reason code. It is very important to enter the correct reason code.

**Select Ballot** 310

Verify voter's Precinct. Select the appropriate reason code from the drop down. Then tap "Issue Provisional".

Verify Voter's PRECINCT 001-001-1	Select PARTY Non-Partisan Democrat Republican
--------------------------------------	--

Voter Name  Precinct

Ballot Style  =Panel Ball

Select Ballot Reason

BT:??? AC:Plugged In Voted: TOT 3 1/14/2016 3:14:49 PM



Tapping the "Cancel No Ballot Issued" button will return you to the "Find Voters" screen.

5. Tap the "Select Paper Ballot" button.

**Select Ballot** 310

Verify voter's Precinct. Select the appropriate reason code from the drop down. Then tap "Issue Provisional".

Verify Voter's PRECINCT 001-001-1	Select PARTY Non-Partisan Democrat Republican
--------------------------------------	--


Voter Name  Precinct

Ballot Style  =Panel Ball

Select Ballot Reason

BT:??? AC:Plugged In Voted: TOT 3 1/14/2016 3:17:16 PM

6. The voter authority card will print. Initial it and have the voter review and sign it. Chief judge will escort the voter to the provisional voting area.
7. The electronic pollbook will return to the “Find Voters” screen.

 The reason code will print on the voter authority card. The provisional judge needs to enter the same reason code on the voter’s provisional ballot application.

VOTER AUTHORITY CARD  
 Presidential General Training 2016

\*\*\*\*\*  
 PROVISIONAL BALLOT  
 Reason Code: 9  
 \*\*\*\*\*

SMITH, JOHN  
 417 E Baltimore St. Baltimore 21202  
 DOB: 10/14/1980  
 ID#: 3806f23b-0ff9-4a8e-80ef-b83cf15e40e6  
 Registered Party: Democrat  
 Assigned Dist/Prec: 004-001.CONG=07: LEGIS=46: COUNCIL=011

EPB Number: 054955

Ballot Issued Dist/Prec: 001-001.CONG=07: LEGIS=44B: COUNCIL=001

**DO NOT ISSUE REGULAR BALLOT**  
 Provisional Ballot Style: 2

Issued: 08/31/2016 14:48:16 Issued By: JUDGE NAME  
 Issuing Consolidation: 04EV01

Please sign in the space below.

-----  
 Voter Signature

Check-in Judge Initials: \_\_\_\_\_  
 Provisional Judge Initials: \_\_\_\_\_

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE

8. A chief judge must escort the provisional voter from the check-in table to the provisional judge. Local board of elections may also use an escort judge or another election judge delegated by the chief judge.
9. The voter will now be marked as “PROV” in the “Issued” column on the “Find Voters” screen.

Name	Address	County	DOB	Status	Issued	Party
Adams	10 Main St	Anne Arundel	10/20	Voted	PROV	OTH
John Quincy	Anytown 12345		/1922	Early		

1 voters found.

Find by Name | Find by Address | Find by ID

Last Name: ADAM  
 First Name: JOHN Middle Init. [Q]  
 Zip Code: Birth MMDD:

1 2 3 4 5 6 7 8 9 0 .  
 Q W E R T Y U I O P -  
 A S D F G H J K L ' back space  
 Z X C V B N M space clear

Search Precinct/EV Count  
 Search State

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 0 REP 1 NON 1 TOT 2 10/18/2013 11:46:31 AM

## Special Situations

The electronic pollbook has been set up so that a check-in judge can follow procedures to issue either a regular (i.e., not provisional) ballot or a provisional ballot. In certain cases the electronic pollbook will allow only a provisional ballot to be issued to a voter. Wherever possible, instructions are provided in the top section of the screen.

### 1. Voter Moved

If the voter's current address is different than what is shown in the electronic pollbook, ask the voter **WHEN** he or she moved to the current address.

- If the voter moved **within 21 days of election day**, complete a *Voter Update Form*. If the voter completes and signs the *Voter Update Form*, issue the voter a regular ballot. If the voter refuses to complete and sign the *Voter Update Form*, issue the voter a provisional ballot. See the "Issuing a Provisional Ballot" section of this chapter.
- If the voter moved **more than 21 days before election day**, the voter must be issued a provisional ballot. The provisional ballot application will serve to update the

voter's information and **no Voter Update Form is needed.**



**“21 Day” dates for the 2018 elections:**

**Primary Election** – If the voter moved prior to June 5, 2018, the voter must be issued a provisional ballot.

**General Election** – If the voter moved prior to October 16, 2018, the voter must be issued a provisional ballot.

**2. Voter Claims a Different Party Affiliation or Whose Party Does Not Have a Ballot (Primary Election Only)**

These are voters who claim a party affiliation that is different than what is indicated in the electronic pollbook or who want to vote a ballot that is not for the party indicated in the electronic pollbook (this includes voters whose party does not have a ballot for the primary election).

- If a voter insists on voting a ballot for a party that is different from the one for the party affiliation shown in the electronic pollbook, or if the voter's party does not have a ballot for the primary election, he or she must vote a provisional ballot. **Use provisional code 3.**

**3. Voter's Status is “Pend1”, “Pend2”, “ABS Issued”, or “Voted Early”**

- A. **Pend 1**: The voter may only be issued a **provisional ballot**. The voter's driver's license number or social security number could not be verified. **Use provisional code 6.**

- The voter can present acceptable ID now or to the local board of elections before the

canvassing of provisional ballots which begins on the 2<sup>nd</sup> Wednesday after the election to complete the voter registration.

The screenshot shows a web-based interface for a voter record. At the top, the name 'Madison James' and address '7 Main St Anytown 12345' are displayed. Below this are tabs for 'Voter Details', 'Identification', 'Voter History', and 'Precinct Details'. A prominent red message box states: 'This voter can only vote a Provisional Ballot. This voter must show a form of ID to the Provisional Ballot Judge. Use reason code 6'. The voter's details include Precinct '001-001-1', DOB '4/25/1940', Party 'Green', Registered name 'Madison, James', ID Require 'Show ID', and Issued 'None'. The Status is 'Pend1', which is circled in red. At the bottom, there is a button labeled 'Issue Provisional Ballot' (also circled in red) and a 'Go Back' button. The footer shows 'BT:???:AC:Online', voting statistics for DEM, REP, NON, and TOT, and the date/time '12/12/2013 12:11:41 PM'.

B. **Pend 2**: The voter may only be issued a **provisional ballot**. The voter's driver's license number or the last four digits of his or her social security number was not provided by the voter during registration. **Use provisional code 7.**

- If the voter provides either a Maryland driver's license number or the last four digits of his or her social security number, and if the local board of elections can verify the information on the Provisional Ballot Application, the ballot may be counted.
- If the voter has never been issued a Maryland driver's license or a social security number, the voter will be registered to vote and the ballot may be counted.
- If the voter does not provide either a verifiable Maryland driver's license number or last four digits of his or her social security number

before the canvassing deadline, the voter will not be registered to vote and the ballot will not be counted.

**Voter Record** 260

Monroe James | 8 Main St Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

**This voter can only vote a Provisional Ballot. This voter must provide a Driver's License # or Social Security # on the Provisional Ballot Application. Use reason code 7**

Precinct: 001-001-1 | DOB: 3/18/1901 | Status: **Pend2**

Registered name: Monroe, James | Party: Libertarian | Issued: None

**ID Require: Need DL#-SSN#**

Comments: CONG=03; LEGIS=32; COUNCIL=001

BT:??? AC:Online | Voted: DEM 0 REP 0 NON 0 TOT 0 | 12/12/2013 12:12:12 PM

C. **“ABS Issued”**: The voter may only be issued a **provisional ballot**. The voter has been issued an absentee ballot. **Use provisional code 4.**

**Voter Record** 260

Harrison William Henry | 9 Main St Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

**This voter has been issued an absentee ballot. If the voter wants to cast a ballot now, he or she must vote by provisional ballot. Enter "4" on the "Enter Provisional Reason" screen.**

Precinct: 001-001-1 | DOB: 2/16/1819 | Status: **Active ABS Issued**

Registered name: Harrison, William Henry | Party: Unaffiliated | Issued: None

ID Require:

Comments: CONG=03; LEGIS=32; COUNCIL=001

BT:??? AC:Online | Voted: DEM 0 REP 0 NON 0 TOT 0 | 12/12/2013 12:12:41 PM

- D. **Voted Early**: The voter may only be issued a **provisional ballot**. The voter has voted during early voting. **Use provisional code 4.**

**Voter Record** 260

Adams  
John Quincy 10 Main St  
Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

This voter is flagged as "Voted Early." If the voter wants to cast a ballot now, he or she must vote by provisional ballot.  
Enter "4" on the "Enter Provisional Reason" screen.

Precinct 001-001-1 DOB 3/16/1800 Status **Voted Early**

Registered name: Adams, John Quincy Party Other Parties Issued None

ID Require [ ]

Comments  
CONG=03; LEGIS=32; COUNCIL=001

Issue Provisional Ballot Go Back

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 12:13:03 PM

#### 4. Inactive Status Voters ("ID Required" box is blank)

**Voter Record** 260

Jefferson  
Thomas 5 Main St  
Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

This voter is "Inactive."  
Issue a standard ballot if:  
The voter's address is correct, or

Precinct 001-001-1 DOB 09/20/1830 Status Inactive

=Voter Ball 2 Party Democrat Issued None

Registered name: [ ] ID Required [ ]

Comments  
CONG=03; LEGIS=32; COUNCIL=001

Issue Standard Ballot Issue Provisional Ballot Go Back

BT:??? AC:Plugged In Voted: TOT 2 11/19/2015 4:14:10 PM

Issue a regular ballot, not a provisional ballot, to Inactive Status voters when:

- The voter did not move and signs the Affirmation of Residency for Inactive Voter. The affirmation is automatically printed on the voter authority card for "Inactive" status voters when a regular ballot is issued; or
- The voter moved within 21 days of election day. The voter must complete a *Voter Update Form* and must sign the Affirmation of Residency for Inactive Voter on the voter authority card.

Affirmation of Residency for Inactive Voters

VOTER AUTHORITY CARD  
2017 City of Annapolis Primary Election

Jefferson, Thomas  
5 Main St, Annetown 12345  
DOB: 8/20/1890  
ID#: 0  
Party: DEM  
WARD: 001-001-1 CONG:03: LEGIS:32: COUNCIL:001  
EPB Number:007189

Ballot Style:

Issued: 02/18/2017 16:02:27 Issued By: JOHN S  
Issuing Consolidation: 02001001  
Reason: 0

++AFFIRMATION OF RESIDENCY FOR INACTIVE VOTER++  
I hereby affirm, under penalty of perjury, that  
the address printed above or the address I provided on  
the Voter Update Form is my current residence address.  
Please sign in the space below.

Voter Signature \_\_\_\_\_

Check-In Judge Initials: \_\_\_\_\_

Ballot Issuing Judge: \_\_\_\_\_ Voting Judge: \_\_\_\_\_

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

\*\*\*\*\*



If the voter refuses to sign the affirmation of residency, alert a chief judge immediately.

Issue a provisional ballot to Inactive Status Voters when:

- The voter moved more than 21 days prior to election day.

**Use provisional code 2.**



The Affirmation of Residency will not print on the voter authority card for provisional voters.

## 5. “Issued” Box is “Reg Issued” or “PROV”

The pollbook indicates that the voter has been previously issued a ballot. Inform the voter that he or she is marked as having already been issued a ballot.

### A. Reg Issued:

- If it can be confirmed that the voter’s ballot has not been cast, a regular ballot, not a provisional ballot, may be reissued by a chief judge. See *Chapter 5 – Chief Judges* for instructions. **Only chief judges can reissue a ballot.**

- If the ballot has been cast, or it is uncertain if the ballot has been cast, the voter may only be issued a provisional ballot. **Use provisional code 4.**

B. **PROV: Provisional ballot issued:** A voter who is checking-in whose status is “Prov”, and who insists that he or she has not voted or attempted to vote, **may only be issued a provisional ballot by a chief judge** (a supervisor password is required).



If the voter insists that he or she has not voted or attempted to vote, alert a chief judge immediately. The chief judge can contact the local board of elections for additional instructions.



All voters, regular and provisional, who make a mistake while voting their ballot (spoiled ballot) do not need to be checked-in at the pollbook again to receive a replacement ballot.

## 6. ID Require – Show ID (Active or Inactive)

If an “Active” or “Inactive” voter is listed as “Show ID,” ask the voter for ID.

- If the voter presents acceptable ID (see the chart below), issue the voter a regular ballot. A *Voter Update Form* must be completed to record this information.
- If the voter does not present an acceptable ID, issue the voter a provisional ballot. **Use provisional code 5.**

**Voter Record** 260

Adams John      6 Main St  
Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

This voter is "Inactive – ID Required."  
If the voter presents acceptable ID, a Voter Update Form must be completed to record the ID information.  
Issue a TS ballot if:

Precinct: 001-001-1      DOB: 06/15/1901      Status: **Inactive-IDrequired**

Registered name: \_\_\_\_\_      Party: Republican      REC Issued: None

ID Required      Show ID

Comments  
CONG=03; LEGIS=32; COUNCIL=001

Issue Standard Ballot (ID was Provided)      === No ID === Issue Provisional      Go Back

BT:??? AC:Plugged In      Voted: TOT 1      11/20/2015 11:33:02 AM

## Standards for Acceptable Forms of ID

<p>A “current” <b>photo ID</b> is an ID that has not expired</p> <p>A “current” <b>non-photo ID</b> is dated within 3 months of election day</p>	<p>Does the voter’s <b>name</b> on the ID have to match the electronic pollbook or the new name on the <i>Voter Update Form</i>?</p>	<p>Does the voter’s <b>address</b> on the ID have to match the electronic pollbook or the new address on the <i>Voter Update Form</i>?</p>
A current Maryland driver’s license	Yes	No
A current MVA-issued photo ID card	Yes	No
A current student photo ID card	Yes	No
A current employee photo ID card	Yes	No
A current military photo ID card	Yes	No
A current passport	Yes	No
Other current State or federal-issued photo ID card	Yes	No
A current utility bill [gas, electricity, water, waste, cable, telephone (land line or cell phone)]	Yes	Yes
A current bank statement	Yes	Yes
A current government check	Yes	Yes
A current paycheck	Yes	Yes
Other current government document	Yes	Yes

## Standards for Unacceptable Forms of ID

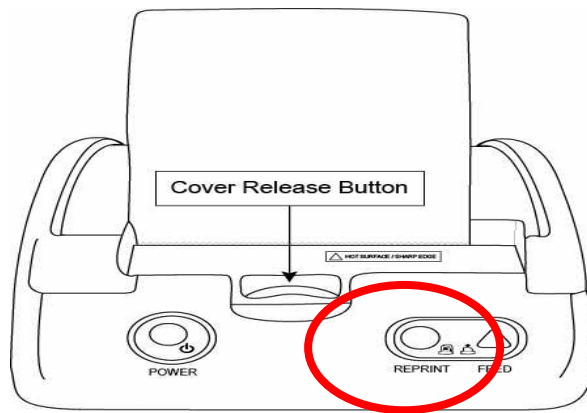
An <b>out-of-state</b> driver's license	<b>Not Acceptable</b>
An <b>expired</b> photo ID card	<b>Not Acceptable</b>
Any non-photo ID that is <b>more</b> than 3 months old	<b>Not Acceptable</b>
A <b>membership</b> card (Sam's Club, gym etc.)	<b>Not Acceptable</b>
A Voter Notification Card	<b>Not Acceptable</b>
A Social Security Card	<b>Not Acceptable</b>
Any non-photo ID with an address that does <b>NOT</b> match the electronic pollbook or the new address on the <i>Voter Update Form</i>	<b>Not Acceptable</b>

---

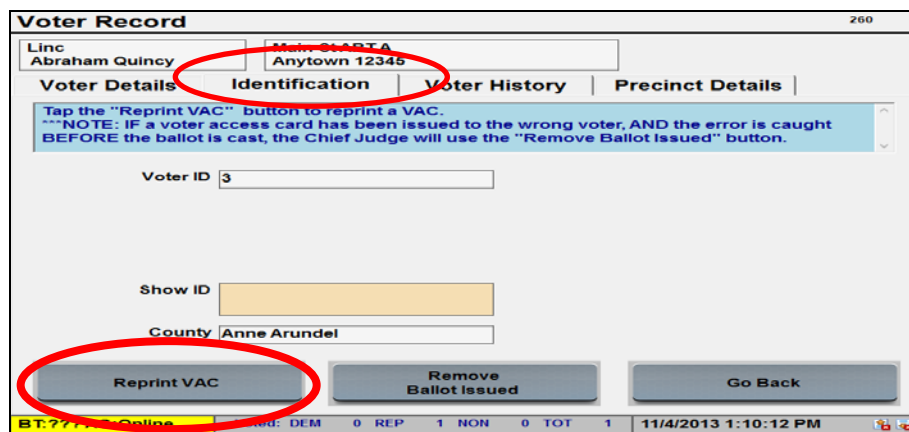
### Reprinting a Voter Authority Card

If the printer paper tears or jams as the voter authority card is being printed, use the printer "Reprint" button to reprint the same voter authority card:

1. Press the green "Feed" button on the printer and carefully remove the torn or jammed paper; and
2. Press the blue "Reprint" button to print another copy of the voter's voter authority card.



3. If another voter authority card does not print when the “Reprint” button is pressed, the electronic pollbook can be used to reprint a voter authority card for any voter who has been issued a ballot.
  - From the Voter Record screen, tap on the “Identification” tab at the top; and
  - Tap on the “Reprint VAC” button in the lower left corner.

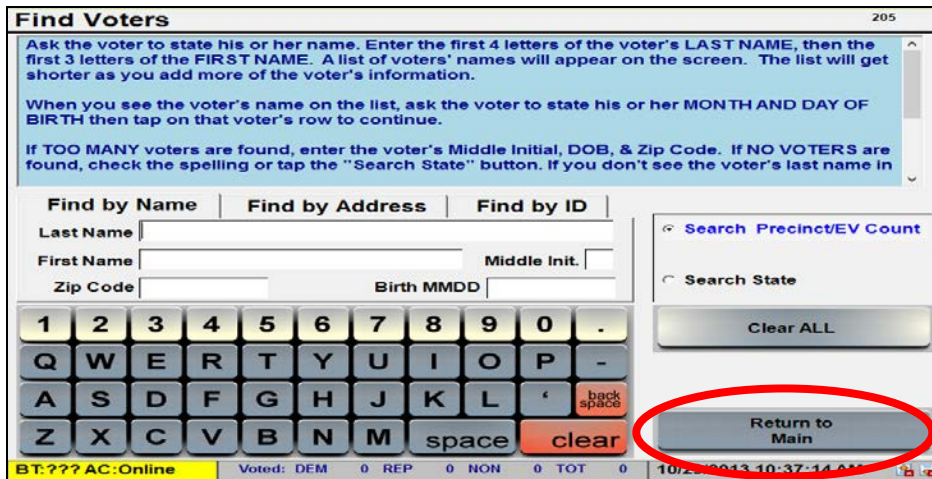


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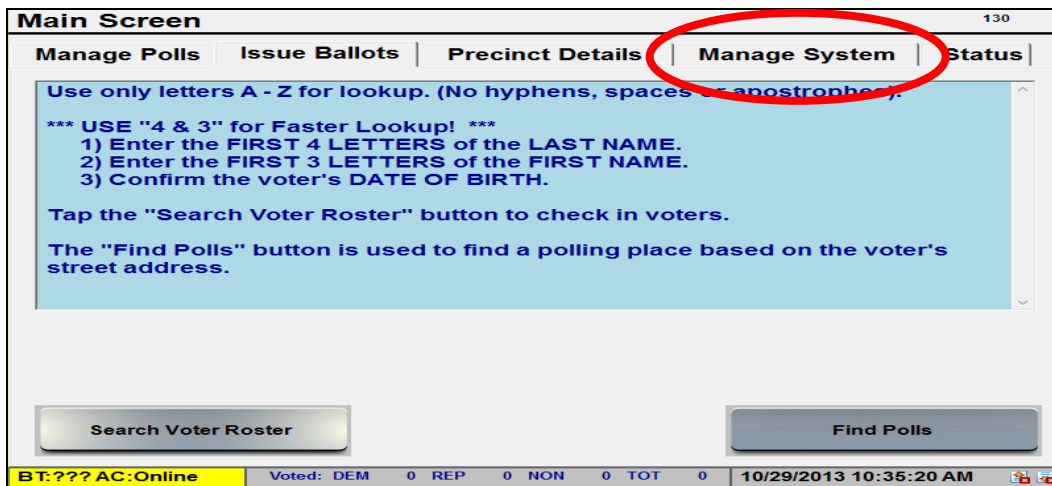
## Resetting the Judge’s Name

The first time you attempt to issue a ballot, you will be prompted to enter your name. Type in the first initial of your first name and then your last name with no spaces. Tap “OK” to continue. You will not have to enter your name or initials to issue ballots again unless the judge’s name on the electronic pollbook has been reset. To reset the judge’s name:

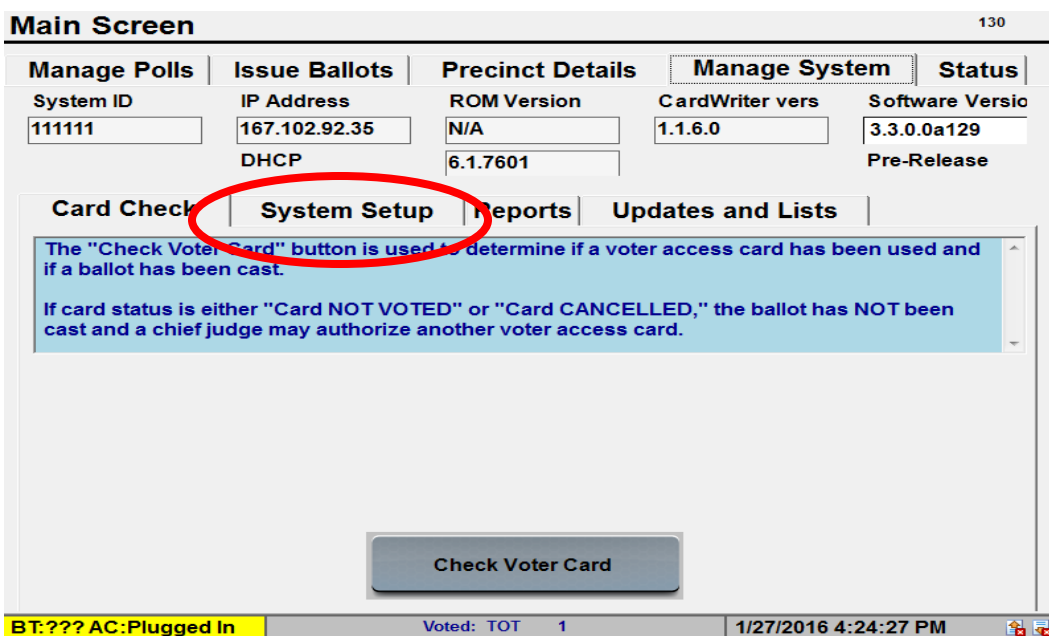
1. Tap "Return to Main" from the "Find Voters Screen."



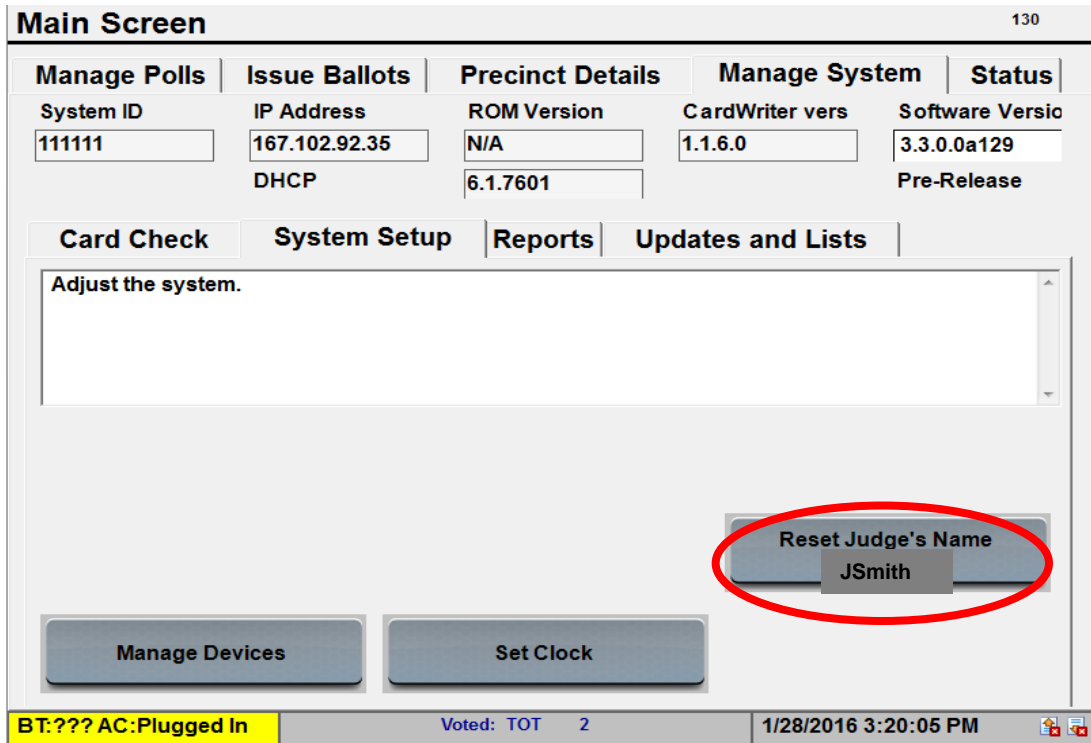
2. Tap the "Manage System" tab.



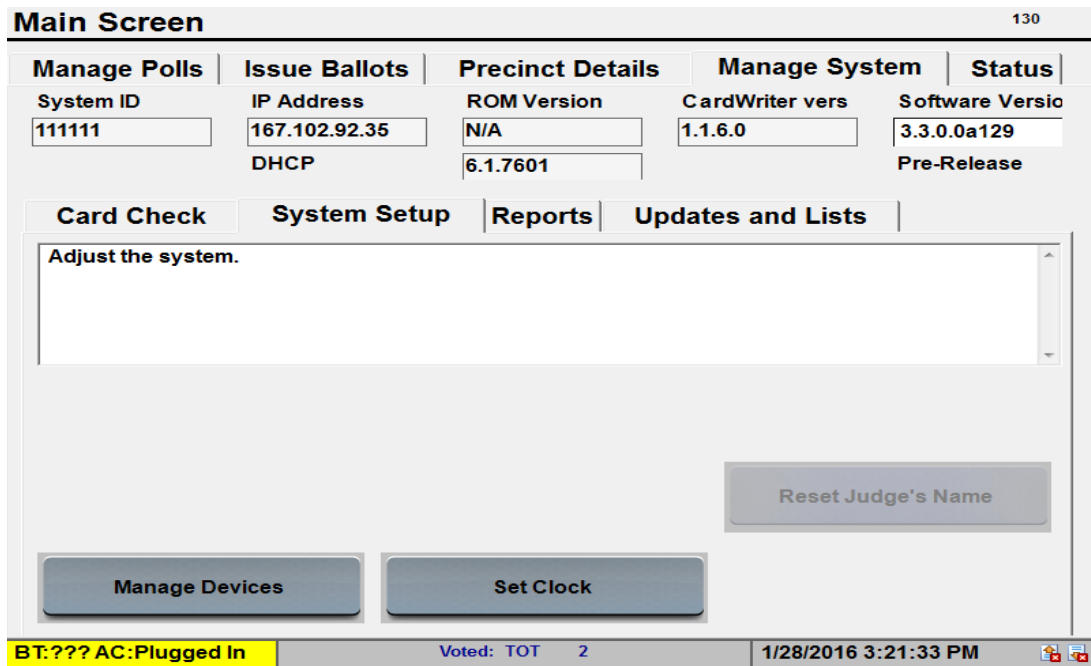
3. Tap the "System Setup" tab.



4. Tap the “Reset Judge’s Name” button.



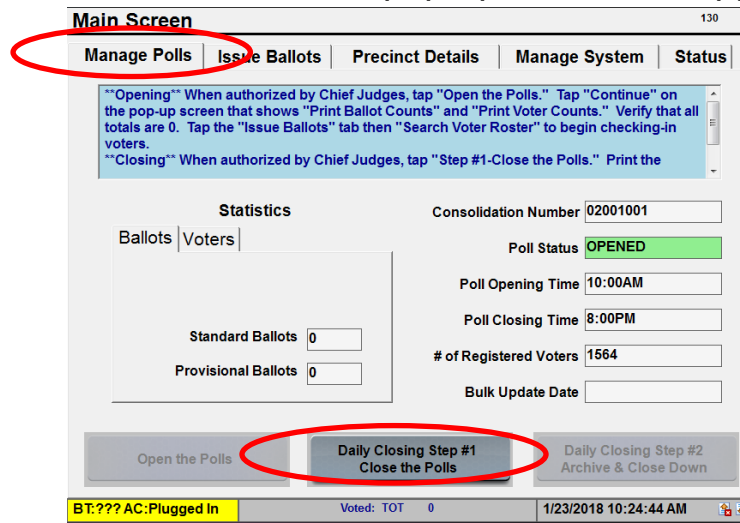
5. The election judge’s name in the electronic pollbook will be reset. Tap “Issue Ballots” tab to continue to issue ballots. The election judge will be prompted to enter his or her name before the next ballot can be issued.



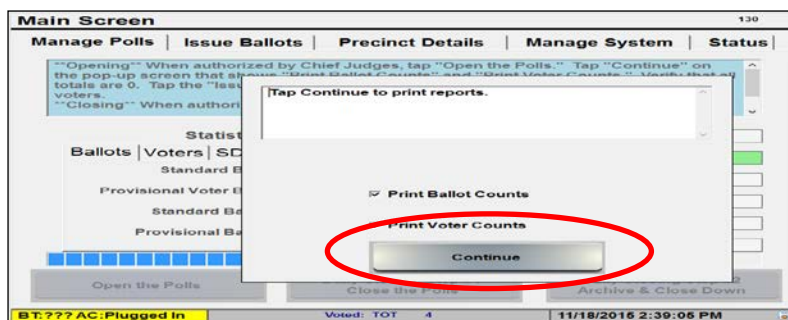
## Ending the Election

After providing all necessary voter turnout numbers to the chief judges, and **upon authorization from the chief judges**, the check-in judges are to:

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.

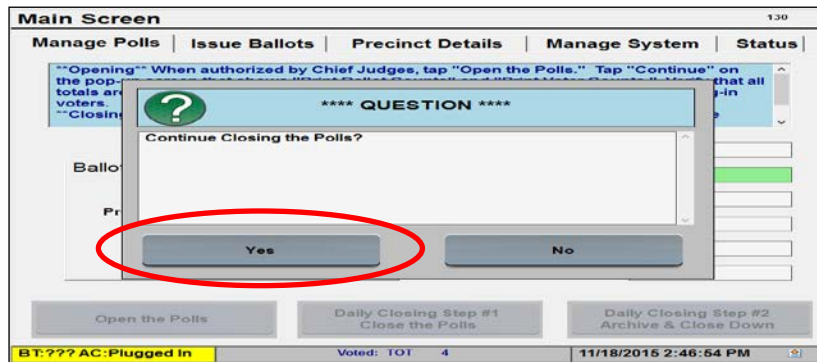


3. Tap the “Continue” button to print the Ballots Counts and Voter Counts reports.

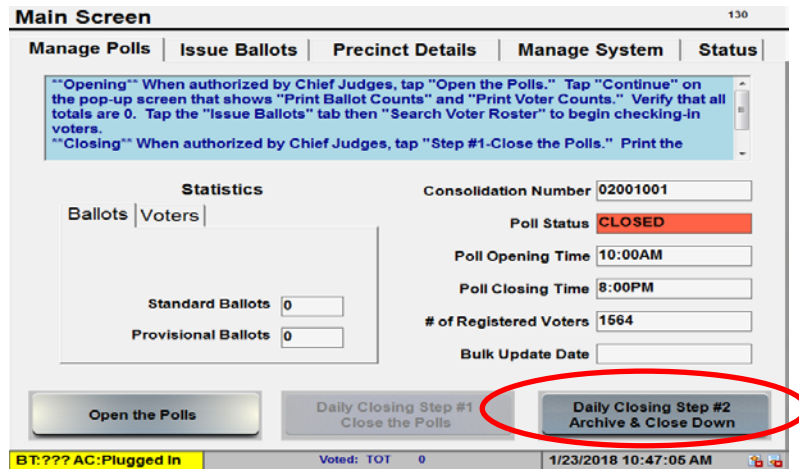


After the “Continue” button is tapped, the “Poll Status” changes from “Opened” to “Closed.”

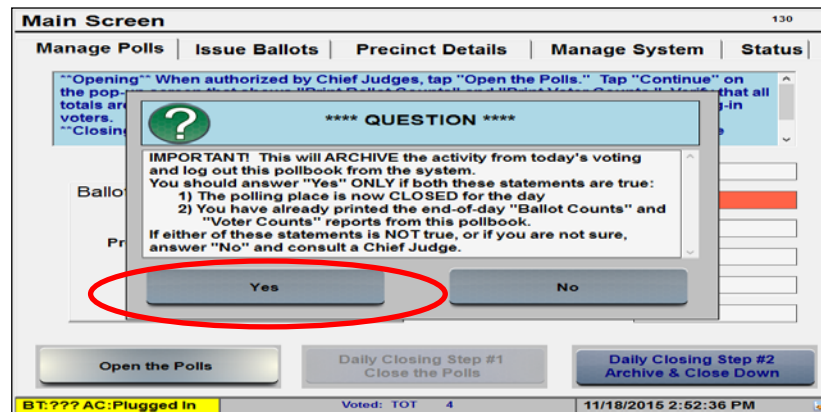
4. Tap “Yes” at the “Continue Closing the Polls?” prompt.



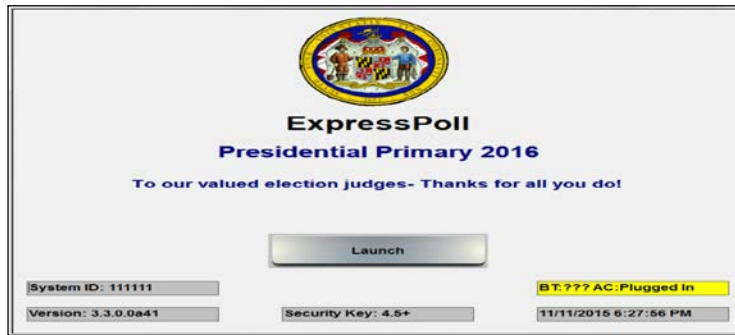
5. After the Ballot Counts and Voter Counts reports are printed, tap the “Daily Closing Step #2 Archive & Close Down” button.



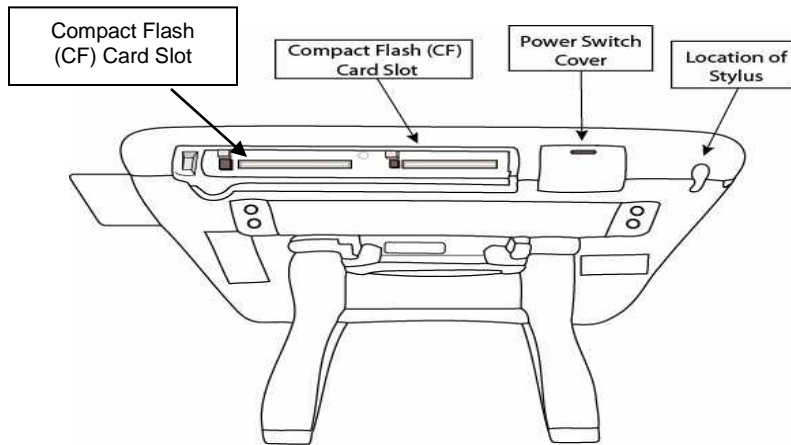
6. If the polling place is closed for the day, **and** if the end of day Ballot Counts and Voter Counts reports have been printed, tap the “Yes” button at the “Question” prompt.



7. The electronic pollbook will return to the “Launch” screen. Turn the power switch to OFF.



8. When removing the two compact flash (CF) cards from each electronic pollbook:
- Break the red inner seal and place it in the clear zipper bag.
  - Remove the top lid from pollbook as demonstrated in training.
  - Remove the the two compact flash cards (press the small black button beside each) and place the cards in the clear zipper bag. There will be 2 compact flash cards removed per pollbook at your polling place.
  - Replace the lid on the top of the electronic pollbook.



9. Chief judges must sign the *Consolidated Ballot Counts Report* and the *Consolidated Voter Counts 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
Issued	303	149	110	44
Reiss	- 3	- 1	- 2	- 0
Canc	- 10	- 3	- 6	- 1
<b>Net</b>	<b>290</b>	<b>145</b>	<b>102</b>	<b>43</b>
Prov Issued	- 19	- 8	- 3	- 8
Prov Reiss	- 1	- 0	- 0	- 1
Prov Canc	- 1	- 1	- 0	- 0
<b>Net Prov</b>	<b>- 17</b>	<b>- 7</b>	<b>- 3</b>	<b>- 7</b>
<b>Net Ballots</b>	<b>307</b>	<b>152</b>	<b>105</b>	<b>50</b>
DEM Judge _____				
REP Judge _____				

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

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

<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	Prov
DEM	152	146	7
REP	105	102	3
NON	50	43	7
<b>TOT</b>	<b>307</b>	<b>290</b>	<b>17</b>
DEM Judge _____			
REP Judge _____			

10. Give the Electronic Pollbook Integrity Report (with the attached reports) to the chief judges.

---

### **Packing the Electronic Pollbooks and Printers**

1. Store the stylus in its slot at the top of each electronic pollbook.
2. Disconnect all cables and cords.
3. Pack the electronic pollbooks in their respective cases along with their power pack and cords.
4. Reattach original blue lock to the case for each packed pollbook. Record the new outer seal numbers on *Electronic Pollbook Integrity Report* (this number will be the same as when pollbook cases were originally opened the previous evening) and have both chief judges sign where indicated.
5. Pack all printers, power cords, USB cords and network cables within printer case(s). Pack printer case(s), pollbook cases and hub (if issued) within grey tote(s) as originally found. Pack printer case and any extra pollbook cases in the non-wheeled blue transfer case if provided. Don't forget to pack the sign totem on the bottom of grey tote.
6. Follow packing picture posted within transfer cart(s) as a guide for packing ALL voting equipment including the grey totes.

## **Chapter 11 – Scanning Unit**

Overview.....	11.2
Required Supplies .....	11.2
Scanning Unit Setup – Pre-Election Night Meeting.....	11.3
Opening the Polls – Pre-Election Morning .....	11.5
Casting a Ballot .....	11.18
At the Scanning Unit .....	11.18
Inserting a Ballot into the Scanning Unit .....	11.19
Overvoted Contests .....	11.21
Undervoted Contests .....	11.23
Blank Ballots .....	11.23
Rejected Ballots .....	11.24
During Voting Hours .....	11.25
Ending the Election.....	11.25
Required Supplies.....	11.26
Closing the Emergency Ballot Compartment .....	11.26
Closing the Scanning Unit.....	11.26
Packing the Scanning Unit.....	11.40

## Overview

Each precinct will receive at least one scanning unit. Large precincts may receive more than one scanning unit. Poll Watchers may observe opening procedures.



At least one voting judge must be stationed at the scanning unit at all times. Voting judges may rotate positions during the day under chief judge supervision.

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## Required Supplies

The following are required supplies needed to set up and open the voting units:

- Polling pace schematic
- Scanning unit key on blue lanyard for pre-election night meeting
- Last Minute Information folder containing keys on blue lanyard
- *Scanning Unit Opening Integrity Report*
- Pens
- Green and yellow zipper bags for pre-election morning activities
- Red keys on red lanyard(s) to unlock padlocks on the outside of the scanning unit(s) during pre-election morning opening activities
- Scanning unit silver key on red lanyard(s) to unlock doors and lid during pre-election morning activities
- *Ballot Opening Certificate* for pre-election morning activities
- Passcode for pre-election morning opening procedures
- Orange Voter Authority Card bag for pre-election morning activities
- Colored tote from blue transfer bag(s) for voter privacy sleeve collection at scanning unit(s)

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## Scanning Unit Setup – Pre-Election Night Meeting

1. Remove the scanning unit from the transfer cart. To prevent personal injury or equipment damage, this should be done by at least two election judges.
2. Roll the scanning unit to the location designated by the polling place schematic.



3. Engage both parking brakes of the scanning unit by gently stepping on the metal tabs, snapping them into place.

**Caution: The metal tabs are sharp.**

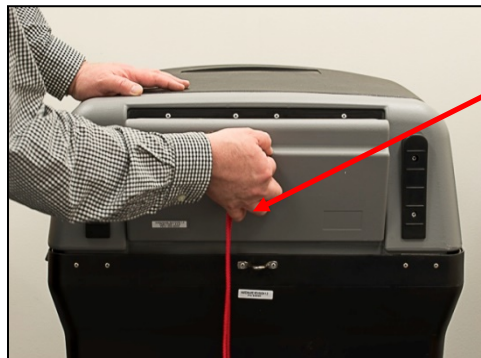


4. Confirm the shipping label on the back of the scanning unit shows the correct polling place. If the polling place is wrong, immediately notify the local board of elections.



**Shipping Tag**

5. Use the flat silver key on blue lanyard to unlock the back door of the scanning unit, unwrap the cord (with the gray surge protector attached) and plug the cord into an electrical outlet. **Leave the power cord compartment door open.**



**Flat silver key on blue lanyard will be used to open back door during pre-election night meeting.**



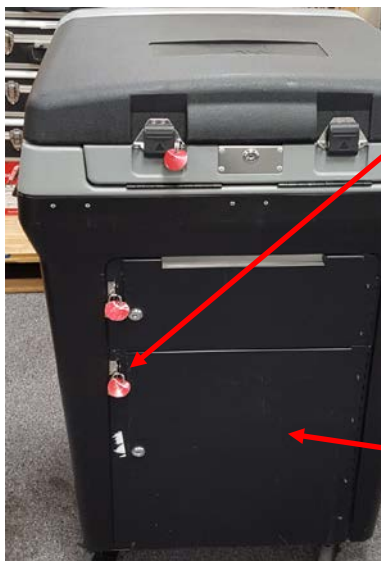
Keep the back door of the scanning unit open when it is plugged into an electrical outlet. Failure to do so may result in the unit overheating.

6. Be sure that both the red and green lights on the surge protector are lit.



## Opening the Polls – Pre-Election Morning

1. Verify the security seal number on the main ballot box with column A on the *Scanning Unit Opening Integrity Report*.
2. Using the red key on red lanyard, unlock the padlock on the main ballot box.



A

Main Ballot Box

State of Maryland

**Scanning Unit Opening Integrity Report**  
2018 Gubernatorial Primary Election

County: Howard Date: 6/26/2018  
Dist./Prec: 01 - ELKBRIDGE LANDING MIDDLE SCH-CAFETERIA  
Combined District/Precinct(s): 01-02

**1. Reattach ALL locks to their original location after opening and closing.**  
**2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.**  
**3. Post second Zero Report from each Scanning Unit for public viewing.**  
**4. Complete ALL grey areas.**

	A.	B.	C.	D.	E.	F.
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify
1	5589	5589	2269	2269	1001965	1001973

	G.	H.	I.	J.	K.	L.
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify
1	2161	D50315330483	14-51397		0	0

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

Assisting Judges: \_\_\_\_\_

Republican Chief Judge \_\_\_\_\_ 1 \_\_\_\_\_ Democratic Chief Judge \_\_\_\_\_  
Revised 11/13/17

3. Unlock and open the main ballot box door using the flat silver scanning unit key.



4. Use the strap handle to pull the ballot transfer bin out of the main ballot box.



5. Look inside the main ballot box to verify that it is empty. If there are any ballots inside the main ballot box, alert a chief judge.



6. Remove the transfer bin by extending the roller handle. Lift the handle to shift the weight of the ballot transfer bin to the rear wheels. Roll the ballot transfer bin to the ballot issuance table where the front and back seals must be verified on the *Ballot Opening Certificate*. Remove/cut seals once verified and place in green zipper bag. In addition, ballots will be removed, verified, and counted using the *Ballot Opening Certificate*. Place verified and counted ballots in white ballot divider boxes labeled for that purpose. Return the empty ballot transfer bin to the scanning unit area.



7. Place the empty ballot transfer bin back inside the main ballot box. Check that both lids of the ballot transfer bin are open and resting on the sides inside the main ballot box and the strap handle is facing out.



8. Close and lock the main ballot box door. Reattach lock to door. Verify the seal number on metal tag of padlock in column B of the *Scanning Unit Opening Integrity Report*.



**B**

Scanning Unit Opening Integrity Report  
2018 Gubernatorial Primary Election  
State of Maryland  
Date: 6/26/2018

County: Howard  
Dist/Pct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA  
Combined District/Precinct(s): 01-02

1. Reattach ALL locks to their original location after opening and closing.  
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.  
3. Post second Zero Report from each Scanning Unit for public viewing.  
4. Complete ALL grey areas.

	A.	B.	C.	D.	E.	F.
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify
1	5589	5589	2269	2269	1001965	1001973

	G.	H.	I.	J.	K.	L.
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify
1	2161	D50315330483	14-51397		0	0

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

Assisting Judges: \_\_\_\_\_  
 Republican Chief Judge \_\_\_\_\_ 1 Democratic Chief Judge \_\_\_\_\_  
 Revised 11/13/17

9. Verify the red padlock seal number on the emergency ballot compartment door with column C on the *Scanning Unit Opening Integrity Report*. Remove the lock.



**C**

Emergency Ballot Compartment

Scanning Unit Opening Integrity Report  
2018 Gubernatorial Primary Election  
State of Maryland  
Date: 6/26/2018

County: Howard  
Dist/Pct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA  
Combined District/Precinct(s): 01-02

1. Reattach ALL locks to their original location after opening and closing.  
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.  
3. Post second Zero Report from each Scanning Unit for public viewing.  
4. Complete ALL grey areas.

	A.	B.	C.	D.	E.	F.
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify
1	5589	5589	2269	2269	1001965	1001973

	G.	H.	I.	J.	K.	L.
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify
1	2161	D50315330483	14-51397		0	0

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

Assisting Judges: \_\_\_\_\_  
 Republican Chief Judge \_\_\_\_\_ 1 Democratic Chief Judge \_\_\_\_\_  
 Revised 11/13/17

10. Unlock and open the emergency ballot compartment door. Make sure the compartment is empty. **CAUTION: Beware of sharp edges.** Alert a chief judge if any ballots are found inside the emergency ballot compartment.



- Ensure that the metal flap on the Emergency Ballot Compartment door is raised.



Emergency Ballot Compartment metal flap in up position.

- Close, lock and reattach padlock to the emergency ballot compartment door.
- Verify the reattached lock, seal number in column D of the *Scanning Unit Opening Integrity Report*.



D

State of Maryland

**Scanning Unit Opening Integrity Report**  
2018 Gubernatorial Primary Election

County: Howard  
Dist./Prct: 01-01 BRIDGE LANDING MIDDLE SCH-CAFETERIA  
Combined District/Predct(s): 01-02

Date: 6/26/2018

1. Reattach ALL locks to their original location after opening and closing.  
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.  
3. Post second Zero Report from each Scanning Unit for public viewing.  
4. Complete ALL grey areas.

Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape or seal was removed.

	A.	B.	C.	D.	E.	F.
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓
1	5589	5589	2269	2269	1001965	1001973

	G.	H.	I.	J.	K.	L.
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Public Count	Protected Count
1	2161	DS0315330483	14-51397		0	0

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

Assisting Judges: \_\_\_\_\_

Republican Chief Judge \_\_\_\_\_

1

Democratic Chief Judge \_\_\_\_\_

Revised 11/13/17

14. Verify the left and right side case seals with columns E and F on the *Scanning Unit Opening Report*. **DO NOT** remove the seals.



Right Case Seal on opposite side is not shown here (column F).

E & F

**Scanning Unit Opening Integrity Report**  
2018 Gubernatorial Primary Election

County: Howard  
Dist./Prec: 01-01\_ELKRIDGE LANDING MIDDLE SCH-CAFETERIA  
Combined District/Precinct(s):01-02

State of Maryland  
Date: 6/26/2018

1. Reattach ALL locks to their original location after opening and closing.  
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.  
3. Post second Zero Report from each Scanning Unit for public viewing.  
4. Complete ALL grey areas.

	A. Main Ballot Box Lock #	B. Reattached Main Ballot Box Lock #	C. Emergency Ballot Compartment Lock #	D. Reattached Emergency Ballot Compartment Lock #	E. Left Case Seal # (DO NOT REMOVE)	F. Right Case Seal # (DO NOT REMOVE)
Scanning Unit #	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
1	5589	5589	2269	2269	1001965	1001973

	G. Scanning Unit Lid Lock #	H. Scanning Unit Serial #	I. Rear Access Door Tamper Tape # (DO NOT REMOVE)	J. Front Access Door Tamper Tape # (DO NOT REMOVE)	K. Public Count	L. Protected Count
Scanning Unit #	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
1	2161	D90315330483	14-51397		0	0

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

Assisting Judges: \_\_\_\_\_

Republican Chief Judge \_\_\_\_\_ 1 \_\_\_\_\_ Democratic Chief Judge \_\_\_\_\_ Revised 11/13/17

15. Verify the lock number on the scanning unit lid with column G on the *Scanning Unit Opening Integrity Report*.



Scanning Unit Lid Seal

G

**Scanning Unit Opening Integrity Report**  
2018 Gubernatorial Primary Election

County: Howard  
Dist./Prec: 01-01\_ELKRIDGE LANDING MIDDLE SCH-CAFETERIA  
Combined District/Precinct(s):01-02

State of Maryland  
Date: 6/26/2018

1. Reattach ALL locks to their original location after opening and closing.  
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.  
3. Post second Zero Report from each Scanning Unit for public viewing.  
4. Complete ALL grey areas.

	A. Main Ballot Box Lock #	B. Reattached Main Ballot Box Lock #	C. Emergency Ballot Compartment Lock #	D. Reattached Emergency Ballot Compartment Lock #	E. Left Case Seal # (DO NOT REMOVE)	F. Right Case Seal # (DO NOT REMOVE)
Scanning Unit #	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
1	5589	5589	2269	2269	1001965	1001973

	G. Scanning Unit Lid Lock #	H. Scanning Unit Serial #	I. Rear Access Door Tamper Tape # (DO NOT REMOVE)	J. Front Access Door Tamper Tape # (DO NOT REMOVE)	K. Public Count	L. Protected Count
Scanning Unit #	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
1	2161	D90315330483	14-51397		0	0

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

Assisting Judges: \_\_\_\_\_

Republican Chief Judge \_\_\_\_\_ 1 \_\_\_\_\_ Democratic Chief Judge \_\_\_\_\_ Revised 11/13/17

16. Using the red key on red lanyard remove the lock. Use the flat scanning unit key to unlock the lid.



17. Unhook the lid latches. Pull both latches out and flip up. Do not force the lid up. Instead, hold onto the latches as you guide the lid upward. The hydraulic arms will do the lifting. Reattach scanning unit lid lock where it was originally located.



18. Verify the serial number on the top of the scanning unit with column H of the *Scanning Unit Opening Integrity Report*.



H

State of Maryland

Date: 6/26/2018

Scanning Unit Opening Integrity Report  
2018 Gubernatorial Primary Election

County: Howard  
Dist/Prec: 01-01 ELKBRIDGE LANDING MIDDLE SCH-CAFETERIA  
Combined District/Precinct(s):01-02

1. Reattach ALL locks to their original location after opening and closing.  
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.  
3. Post second Zero Report from each Scanning Unit for public viewing.  
4. Complete ALL grey areas.

Scanning Unit #	A. Main Ballot Box Lock #	B. Reattached Main Ballot Box Lock #	C. Emergency Ballot Compartment Lock #	D. Reattached Emergency Ballot Compartment Lock #	E. Left Case Seal # (DO NOT REMOVE)	F. Right Case Seal # (DO NOT REMOVE)
	Verify	Verify	Verify	Verify	Verify	Verify
1	5589	5589	2269	2269	1001965	1001973

Scanning Unit #	G. Scanning Unit Lid Lock #	H. Scanning Unit Serial #	I. Rear Access Door Tamper Tape # (DO NOT REMOVE)	J. Front Access Door Tamper Tape # (DO NOT REMOVE)	K. Public Count	L. Protected Count
	Verify	Verify	Verify	Verify	Verify	Verify
1	2161	050315330483	14-51397		0	0

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

Assisting Judges: \_\_\_\_\_

Republican Chief Judge \_\_\_\_\_ 1 Democratic Chief Judge \_\_\_\_\_

Revised 11/13/17

- Verify the tamper tape number on the rear access door with column I of the *Scanning Unit Opening Integrity Report*. **DO NOT** remove the tamper tape.



**Scanning Unit Opening Integrity Report**  
2018 gubernatorial Primary Election

County: Howard  
Dist/Pre: 01-01 - ELKSDRIDGE LANDING MIDDLE SCH-CAETERIA  
Combined District/ Precinct: C0301-02

State of Maryland  
Date: 5/26/2018

1. Reattach ALL locks to their original location after opening and closing.  
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.  
3. Post second Zero Report from each Scanning Unit for public viewing.  
4. Complete ALL query areas.

A.		B.		C.		D.		E.		F.	
Ballot Box #	Reattached Front Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)						
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify	Verify	Verify	Verify	Verify	Verify
1	✓	✓	✓	✓	✓	2269	✓	1001965	✓	1001973	✓

G.		H.		I.		J.		K.		L.	
Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count						
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify	Verify	Verify	Verify	Verify	Verify
1	2161	✓	✓	✓	✓	0	✓	0	✓	0	✓

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

Assisting Judges: \_\_\_\_\_  
 Republican Chief Judge \_\_\_\_\_ 1 Democratic Chief Judge \_\_\_\_\_  
 Revised 11/13/17

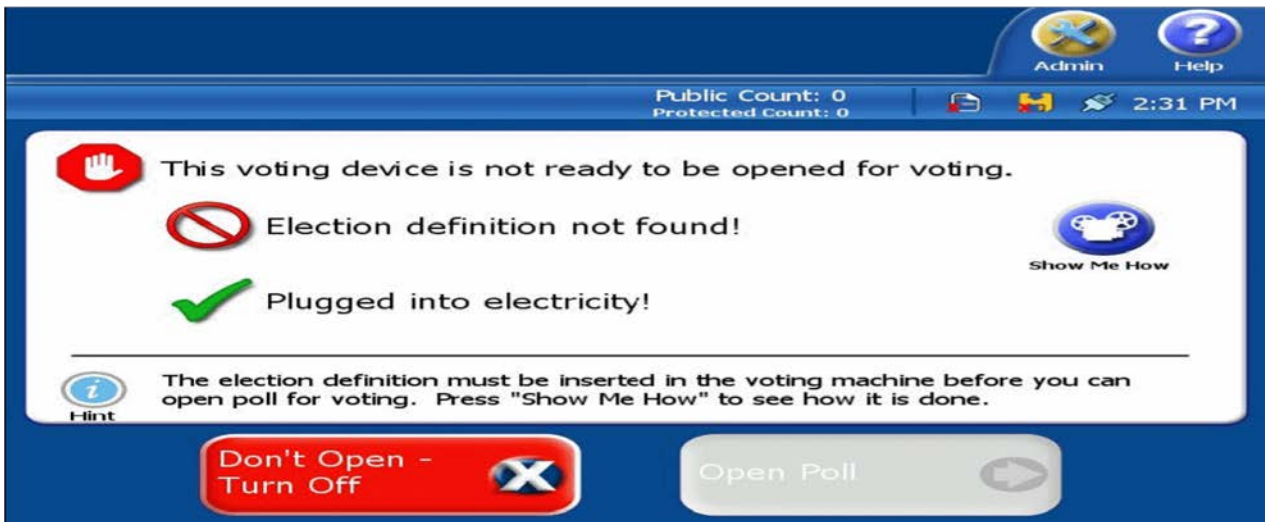
- Use the round key to unlock and open the scanning unit.



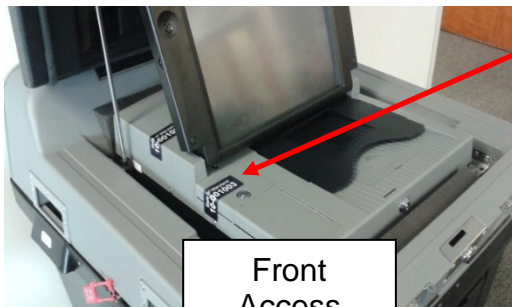
- Gently lift and raise the screen to the upright position. The scanning unit will turn on by itself. If the scanning unit does not turn on, alert a chief judge.



**!** The scanning unit performs an internal self-test. This process may take several minutes. **If the following screen appears, or if the scanning unit automatically shuts down, alert a chief judge immediately. Never turn off the scanning unit or unplug the scanning unit unless instructed by the local board of elections.**



22. Verify the tamper tape number on the front access door with column J of the *Scanning Unit Opening Integrity Report*. **DO NOT** remove the tamper tape.



Front Access Door

State of Maryland

**Scanning Unit Opening Integrity Report**  
2018 Gubernatorial Primary Election

County: Howard  
Dist./Prec: 01-01 ELKBRIDGE LANDING MIDDLE SCH-CAFETERIA  
Date: 6/26/2018

Combined District/Precinct(s): 01-02

1. Reattach ALL locks to their original location after opening and closing.  
2. Attach the **Integrity Report** and Configuration Report from each Scanning Unit to this report.  
3. Post second **Integrity Report** from each Scanning Unit for public viewing.  
4. Complete ALL grey rows.

Scanning Unit #	A. Main Ballot Box Lock #		B. Reattached Main Ballot Box Lock #		C. Emergency Ballot Compartment Lock #		D. Reattached Emergency Ballot Compartment Lock #		E. Left Case Seal # (DO NOT REMOVE)		F. Right Case Seal # (DO NOT REMOVE)	
	Verify	✓	Verify	✓	Verify	✓	Verify	✓	Verify	✓	Verify	✓
1	5589	✓	5589	✓	2269	✓	2269	✓	1001965	✓	1001973	✓

Scanning Unit #	G. Scanning Unit Lid Lock #		H. Scanning Unit Serial #		I. Rear Access Door Tamper Tape # (DO NOT REMOVE)		J. Front Access Door Tamper Tape # (DO NOT REMOVE)		K. Public Count	L. Protected Count
	Verify	✓	Verify	✓	Verify	✓	Verify	✓	Verify	✓
1	2161	✓	D90315330483	✓	14-51397	✓		✓	0	0

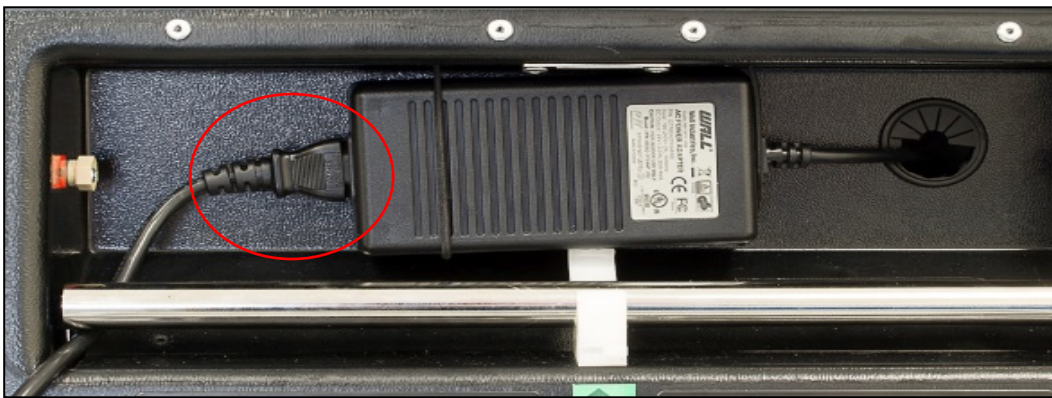
To the best of our knowledge, the information on this report is true and accurate.

Assisting Judges: \_\_\_\_\_

Republican Chief Judge: \_\_\_\_\_ 1 Democratic Chief Judge: \_\_\_\_\_

Revised 11/13/17

**!** If the scanning unit does not turn on or if you hear a series of four beeps, check the power supply to the scanning unit. Make sure the power cord is connected firmly in the back of the scanning unit and also into the gray surge protector and power outlet. Make sure the power outlet is “live” (i.e., power is coming through the outlet). If the scanning unit still does not turn on, alert your assigned rover.



23. Once the scanning unit turns on, verify the public count number is zero and verify column K on the *Scanning Unit Opening Integrity Report*. Verify the protected count number with column L.



K

L

State of Maryland

Date: 6/26/2018

County: Howard  
 Dist./Prec: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA  
 Combined District/Precinct(s): 01-02

1. Attach ALL locks to their original location after opening and closing.  
 2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.  
 3. Post each Zero Report from each Scanning Unit for public viewing.  
 4. Complete ALL verify areas.

	A.	B.	C.	D.	E.	F.
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓
1	5589	5589	2269	2269	1001965	1001973

	G.	H.	I.	J.	K.	L.
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓
1	2161	050315330463	14-51397		0	0

Alert assigned rover if either number does not match.

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

Assisting Judges: \_\_\_\_\_

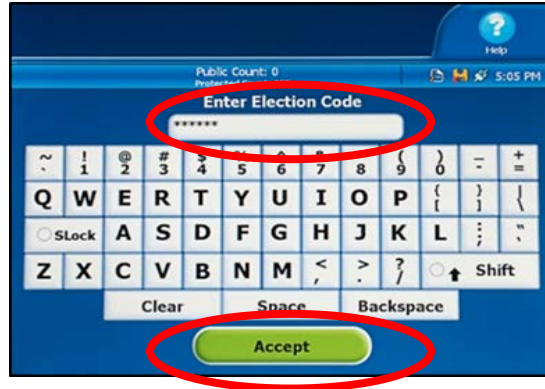
Republican Chief Judge \_\_\_\_\_

1

Democratic Chief Judge \_\_\_\_\_

Revised 11/13/17

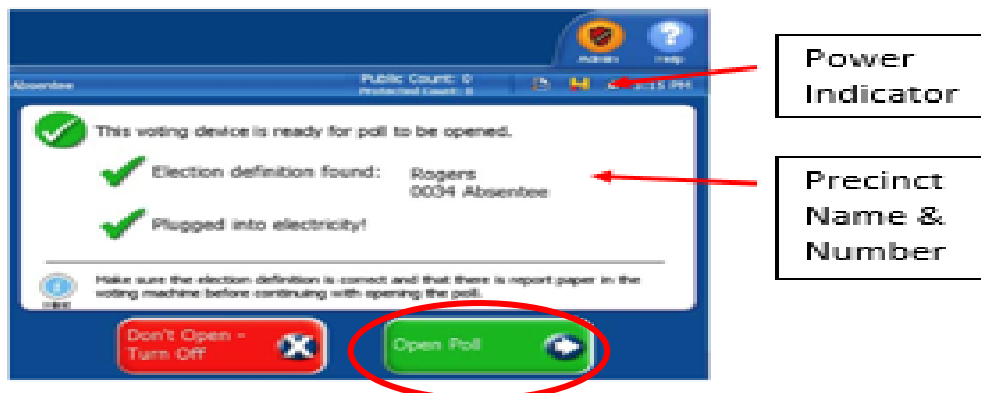
24. A chief judge enters the election code, then touches “Accept.”



25. A “Configuration Report” will automatically print. **DO NOT remove the report.**



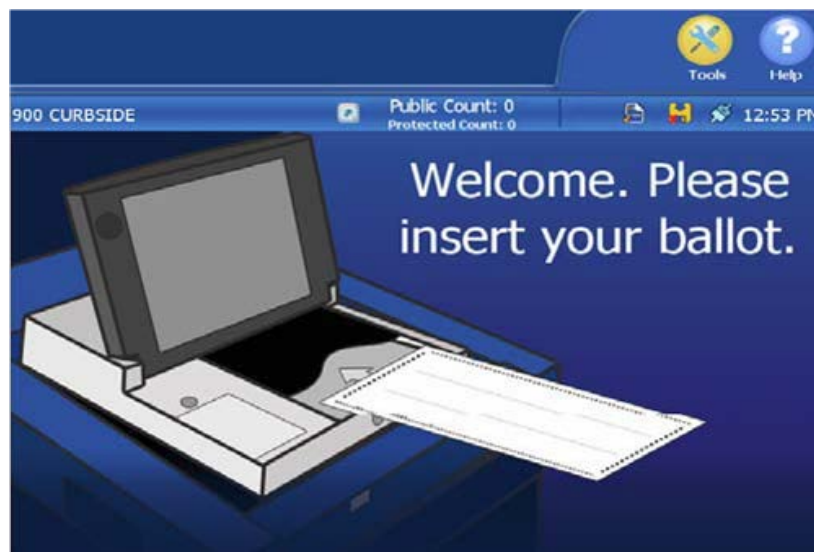
26. Verify the precinct name displayed on the screen is correct and the scanning unit is receiving power. Touch “Open Poll” on the screen.



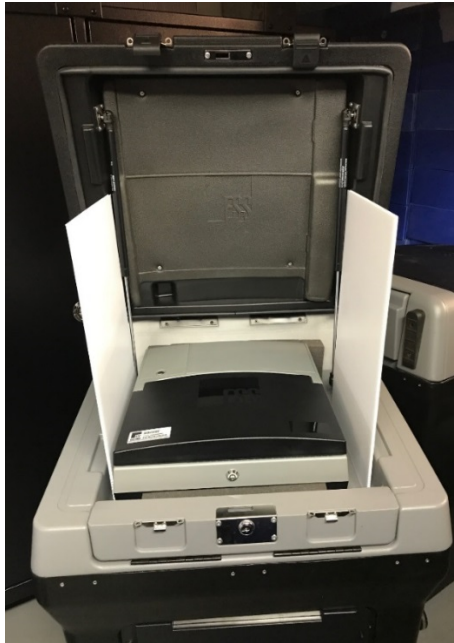
27. Two copies of the “Zero Report” will print. Separate the “Zero Reports” into two individual reports:
- Both chief judges sign both “Zero Reports.”
  - Attach the first copy of the “Zero Report,” along with the “Configuration Report” still attached, to the *Scanning Unit Opening Integrity Report*.
  - Post the second copy of the “Zero Report” for public viewing.
28. Once the self-test is complete and the “Zero Reports” are printed, the following screen appears. Touch “Go to Voting Mode.”



29. When the scanning unit is ready to receive ballots, the following screen appears.



30. Install privacy screens as indicated in below picture and demonstrated during training.



31. Install orange voter authority card (VAC) bag using provided hooks to side of scanning unit. VAC bag can be placed on either side of scanning unit or the side that best facilitates voting and VAC collection.



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## Casting a Ballot



The term “ballot” is used to refer to a regular paper ballot and a ballot activation card printed from a ballot marking device.



A voting judge must be stationed at the scanning unit at all times. The voting judge must not leave the scanning unit until replaced with another voting judge.

### At the Scanning Unit

The voting judge will:

1. Ask the voter for the voter authority card only. **DO NOT handle any voted ballots.**
2. Verify the voter is not a provisional voter with an orange privacy sleeve.
3. Review the voter authority card to verify it has been signed by the voter, properly initialed by other election judges, and is not a provisional voter.
4. Hold onto the voter authority card until the voter casts the ballot and it is accepted by the scanning unit.
5. Stand at least two feet away from the scanning unit and only approach the voter if the voter requests assistance.



To ensure voter privacy at the scanning unit, a voting judge must either stand or sit at least two feet off to the side of the scanning unit. A voting judge may also stand at the beginning of the line to the scanning unit.



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## Inserting a Ballot into the Scanning Unit

The scanning unit has two slots to accept ballots.

1. The top slot will only accept the ballot activation card that was marked on the ballot marking device. Instruct the voter to insert these ballots into the top slot.

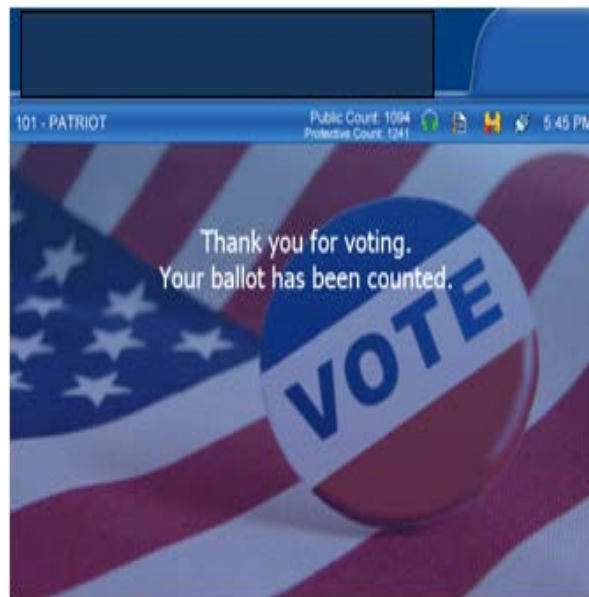


Trying to insert a ballot activation card into the bottom slot may cause a paper jam.

2. The bottom slot is for hand-marked ballots only. Ballots can be fed into the scanning unit in any direction, either face up or face down, top first or bottom first. **DO NOT** fold the ballot and **DO NOT** force the ballot into the scanning unit.



3. When a ballot is accepted by the scanning unit, the display will read, **“Thank you for voting. Your ballot has been counted.”**



4. After the ballot is accepted by the scanning unit, put the voter authority card into the orange Voter Authority Card (VAC) bag attached to the scanning unit.

5. Collect the empty privacy sleeve from the voter or instruct the voter to put the privacy sleeve into the privacy sleeve bin.
6. Thank the voter for voting, give the voter an “I Voted” sticker, and direct the voter to the exit.



Do not put paperclips or “I Voted” stickers on the scanning unit. These may cause a jam in the scanning unit.



If a voter appears to be having difficulty, you may offer assistance. DO NOT look at or handle a voter’s ballot unless the voter requests assistance.



Do not allow a voter to leave the polling place with a voter authority card, ballot, ballot activation card, or privacy sleeve.

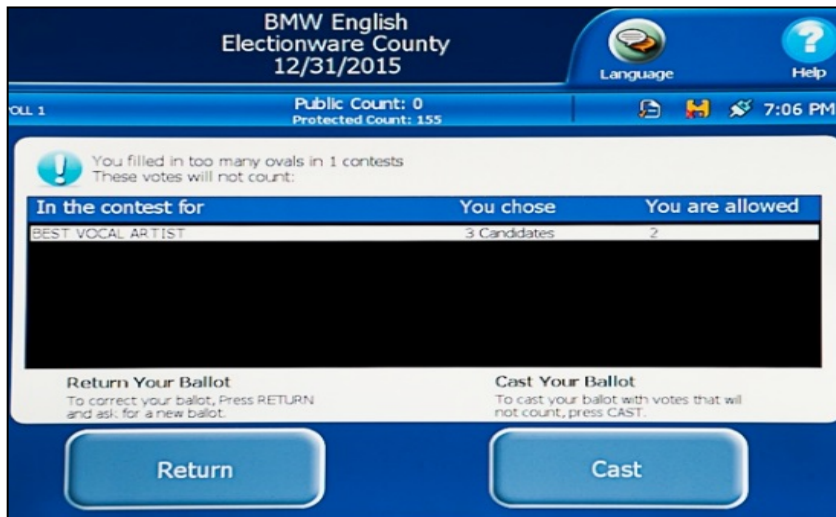
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## Overvoted Contests

A ballot marked by the ballot marking device will caution a voter about an overvoted contest and will not print the ballot with an overvoted contest.

A ballot marked by hand will caution a voter about an overvoted contest at the scanning unit. The scanning unit display will show which contest(s) is overvoted.

An overvoted ballot will cause the display screen to prompt the voter either to “Return” or “Cast” the ballot.



1. Tell the voter that he or she has selected a greater number of candidates allowed for one or more contests.
2. Tell the voter that the ballot can be cast with an overvoted contest or the voter may choose to spoil the ballot and get a replacement ballot.
3. Tell the voter that no vote will be recorded in the contest that is overvoted. All other contests, that are not blank or overvoted, will be counted.
4. If the voter asks for a replacement ballot, tell the voter to touch “Return” and alert a chief judge to assist the voter with spoiling the ballot.
5. If the voter chooses to cast the ballot with an overvoted contest, tell the voter to touch “Cast.”



If the voter accidentally touches “Cast” instead of “Return,” the voter is not eligible to vote again.

---

## Undervoted Contests

The scanning unit will accept ballots that contain undervoted contests without cautioning the voter.

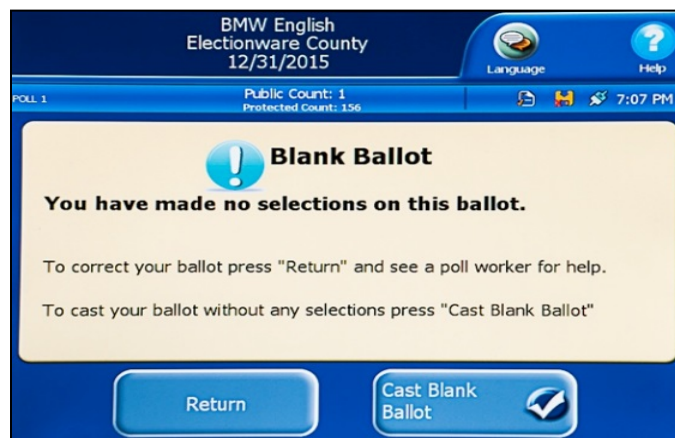
All selections made by the voter in undervoted contests are recorded by the scanning unit.

No selections will be counted for undervoted “Vote for 1” contests.

---

## Blank Ballots

A blank ballot will cause the display screen to prompt the voter either to “Return” or “Cast Blank Ballot.”

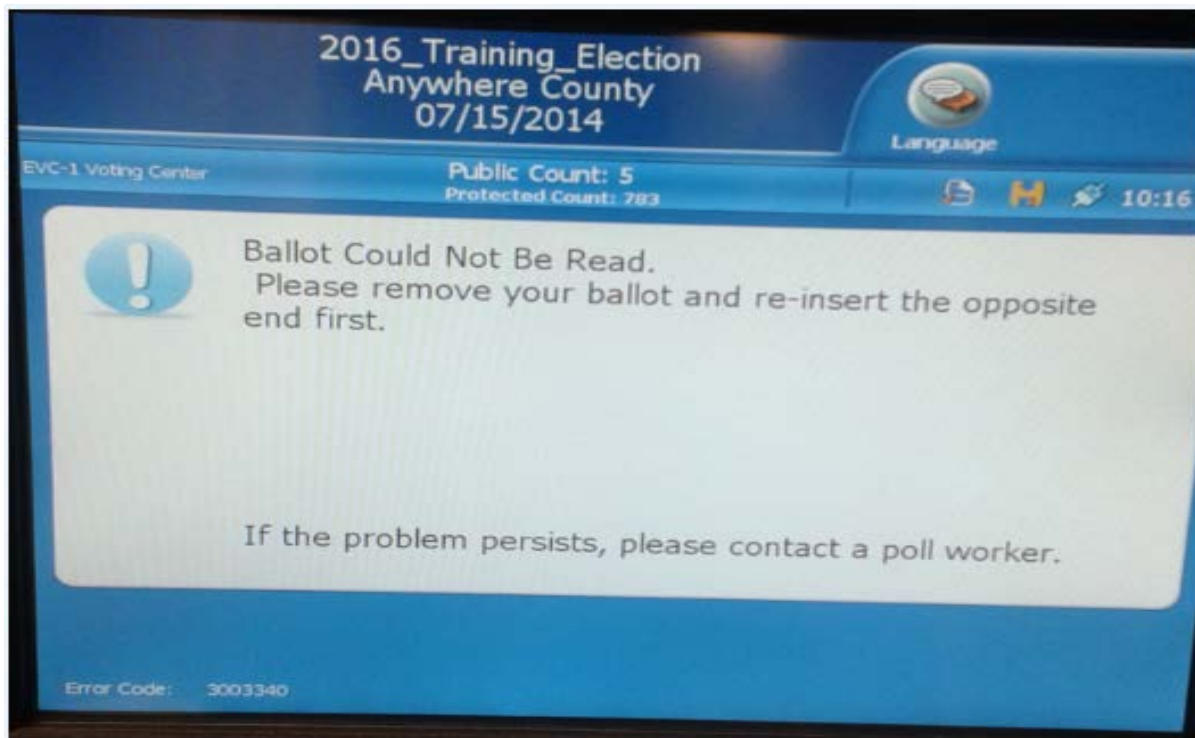


1. Tell the voter that he or she has not voted the ballot.
2. Tell the voter that the ballot can be cast with no selections or the voter may choose to vote the ballot.
3. If the voter asks to vote the blank ballot, tell the voter to touch “Return.” Give the voter authority card back to the voter and alert a voting judge who will direct the voter to an available voting booth. It is not necessary to reissue a replacement ballot.
4. If the voter chooses to cast the blank ballot, tell the voter to touch “Cast Blank Ballot.”

---

## Rejected Ballots

A rejected ballot will cause the display screen to prompt the voter to “remove and re-insert the opposite end first.” If the ballot is still rejected, it must be spoiled by the voter and replaced. Alert a chief judge or a designated voting judge by chief judge to assist voter with getting a replacement ballot.



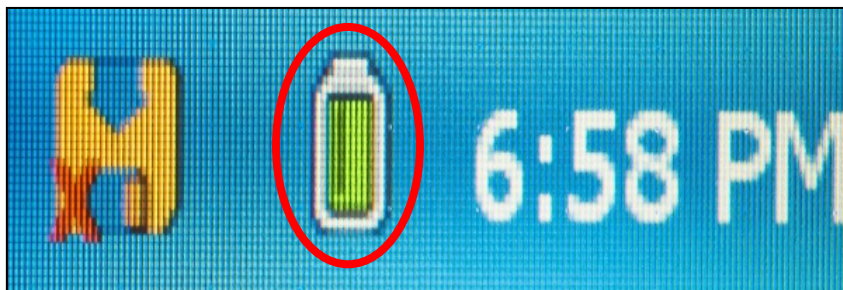
---

## During Voting Hours

1. Periodically, check that the scanning unit is plugged into power by checking the connected plugs icon next to the time.



2. If the battery icon is showing, the scanning unit is operating on battery power. Check the power connection to the scanning unit.



---

## Ending the Election



- All voters who are in line at 8:00 p.m. are permitted to vote.
- If possible, close the door to the polling room or building behind the last voter in line.
- If the line extends beyond the outside entrance, try to gather the eligible voters inside the building or position an election judge at the end of the line.
- Chief judges may delegate tasks to other election judges unless instructions specifically assign the tasks to the chief judges.

## Required Supplies



Two chief judges must complete and sign the *Scanning Unit Closing Integrity Report*. If any challengers and watchers are in the polling place when the scanning unit is being closed, speak loud enough for them to hear as you verify the information being recorded on the *Scanning Unit Closing Integrity Report*.

Supplies needed to end the election:

- Round barrel, scanning unit and red keys on red lanyards
- Keys on blue lanyard to lock cart once packed
- *Scanning Unit Closing Integrity Report, Closing Summary Report and Ballot Closing Certificate*
- Cart tamper tape and seals for ballot transfer bin(s)
- Green, yellow and clear zipper bags
- *HCBOE Memory Sticks/CF Cards/Provisional Transportation Log*
- *HCBOE Ballot Transfer Bin Transportation Log*

---

### Closing the Emergency Ballot Compartment

At the direction of the chief judges, the following procedures are only to be completed when the last eligible voter in the polling place has completed the voting process.



Ballots that are placed in the emergency ballot compartment shall not be removed until the last voter in line has voted at the end of the day. A bipartisan team of two election judges shall remove the ballots from the compartment and insert them into the scanning unit. If the scanning unit cannot read a ballot, contact the local board of elections for instructions.

- Record the security seal number of the emergency ballot compartment in column A of the *Scanning Unit Closing Integrity Report*.



A

State of Maryland

**Scanning Unit Closing Integrity Report**  
2018 Gubernatorial Primary Election

County: Howard Date: 6/26/2018

Dist/Pct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s): 01-02

Reattach ALL locks removed during closing activities to their original location. Place removed tampereage on back of this report.  
 Remove ballot transfer bin from each scanning unit for delivery to HCBDE. Place spoiled ballot envelope within bin before sealing.  
 Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.  
 Complete all gray areas.

	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Record	Record	Record
1	2269	2269	5589	5589			

	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓
1	AA04012700029972	2161	14-51397		YES

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

Assisting Judges: \_\_\_\_\_

\_\_\_\_\_  
Republican Chief Judge

7

\_\_\_\_\_  
Democratic Chief Judge

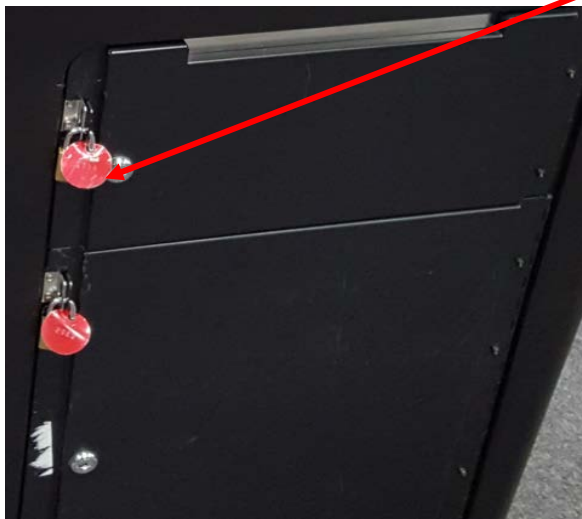
- Remove the security seal and unlock the emergency ballot compartment.
- Open the emergency ballot compartment door. Confirm that the emergency ballot compartment is empty. **CAUTION: Beware of sharp edges.**





Alert a chief judge if any ballots are found inside the emergency ballot compartment. If any ballots are found, A bipartisan team of two election judges shall remove the ballots from the compartment and insert them into the scanning unit. If the scanning unit cannot read a ballot, contact the local board of elections for instructions.

4. Close and lock the emergency ballot compartment. Reattach original lock and verify lock number in column B of *Scanning Unit Closing Certificate*.



B

State of Maryland

**Scanning Unit Closing Integrity Report**  
2018 Gubernatorial Primary Election

County: Howard Date: 6/26/2018

Dist./Prc: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA  
Combined District/Precinct(s): 01-02

Reattach ALL locks removed during closing activities to their original location. Place removed tampere tape on back of this report.  
 Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing.  
 Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.  
 Complete all gray areas.

Scanning Unit #	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
1	Verify <input checked="" type="checkbox"/> 2269	Verify <input checked="" type="checkbox"/> 2269	Verify <input checked="" type="checkbox"/> 5589	Verify <input checked="" type="checkbox"/> 5589	Record	Record	Record

Scanning Unit #	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log
1	Verify <input checked="" type="checkbox"/> AA04012700029972	Verify <input checked="" type="checkbox"/> 2161	Verify <input checked="" type="checkbox"/> 14-51397	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/> YES

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

Assisting Judges: \_\_\_\_\_

Republican Chief Judge \_\_\_\_\_ 7 Democratic Chief Judge \_\_\_\_\_

## Closing the Scanning Unit

1. Verify the lock number of the main ballot box in column C of the *Scanning Unit Closing Integrity Report*.



C

State of Maryland

**Scanning Unit Closing Integrity Report**  
2018 Gubernatorial Primary Election

County: Howard Date: 6/26/2018

Dist./Prc: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA  
Combined District/Precinct(s): 01-02

Reattach ALL locks removed during closing activities to their original location. Place removed tampere tape on back of this report.  
 Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing.  
 Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.  
 Complete all gray areas.

Scanning Unit #	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
1	Verify <input checked="" type="checkbox"/> 2269	Verify <input checked="" type="checkbox"/> 2269	Verify <input checked="" type="checkbox"/> 5589	Verify <input checked="" type="checkbox"/> 5589	Record	Record	Record

Scanning Unit #	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log
1	Verify <input checked="" type="checkbox"/> AA04012700029972	Verify <input checked="" type="checkbox"/> 2161	Verify <input checked="" type="checkbox"/> 14-51397	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/> YES

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

Assisting Judges: \_\_\_\_\_

Republican Chief Judge \_\_\_\_\_ 7 Democratic Chief Judge \_\_\_\_\_

2. Remove the lock and use the flat key to unlock and open the main ballot box.
3. Reach inside the main ballot box to close the lids loosely on the ballot transfer bin.

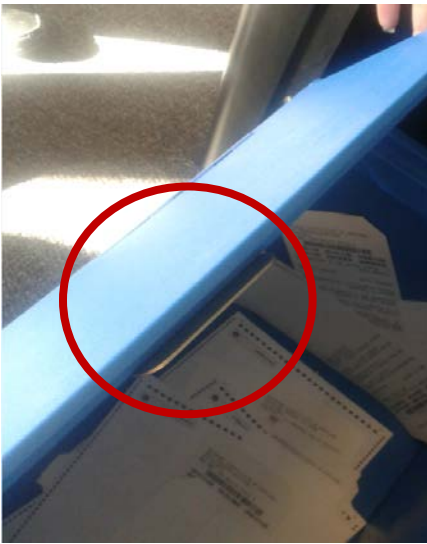


4. Use the strap handle to remove the ballot transfer bin.



5. Check that all ballots are inside the blue ballot transfer bin.  
Check inside the main ballot box for any loose ballots. Place any loose ballots found inside the main ballot box into the ballot transfer bin.

6. After spoiled ballots have been counted and accounted for on *Ballot Closing Certificate*, place spoiled ballot envelope and ballot stubs within ballot transfer bin.
7. Tightly close the lid on the ballot transfer bin. Note that the lid has a “tongue-in-groove” fit. Make sure the right side of the lid is inserted into the metal bracket in the middle of the left side of the lid. The lid sits flat when closed properly.



8. Use the flat key to lock both locks on the ballot transfer bin.



9. Account for unused ballots and ballot activation cards on *Ballot Closing Certificate*. Verify ALL unvoted ballots and ballot activation cards have been placed within white ballot divider box.
10. Place white ballot divider box within main ballot compartment of scanning unit(s). Close and use the flat key to lock the main ballot box.

Ballot Divider Box containing unused ballots and ballot activation cards



11. Reattach original lock to main ballot box and verify lock number in column D of *Scanning Unit Closing Integrity Report*.



D

**Scanning Unit Closing Integrity Report**  
2018 Gubernatorial Primary Election

State of Maryland  
Date: 6/26/2018

County: Howard  
Dist/Prc: 01-01 ELK RIDGE LANDING MIDDLE SCH-CAFETERIA  
Combined District/Precinct(s): 01-02

Reattach ALL locks removed during closing activities to their original location. Place removed tampere tape on back of this report.  
 Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing.  
 Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.  
 Complete all gray areas.

Scanning Unit #	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
1	Verify ✓ 2269	Verify ✓ 2269	Verify ✓ 5589	Verify ✓ 5589	Record	Record	Record

Scanning Unit #	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log
1	Verify ✓ AA04012700029972	Verify ✓ 2161	Verify ✓ 14-51397	Verify ✓	Verify ✓ YES

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

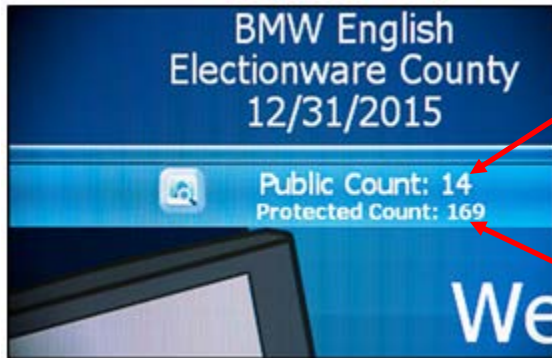
Assisting Judges:

Republican Chief Judge

7

Democratic Chief Judge

12. Record the final Public Count and Protected Count numbers in columns E and F on the *Scanning Unit Closing Integrity Report*.



E

F

State of Maryland

**Scanning Unit Closing Integrity Report**  
2018 Gubernatorial Primary Election

County: Howard Date: 6/26/2018

Dist/Prc: 01-01 ELKCRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s): 01-02

Reattach ALL locks removed during closing activities to their original location. Place removed tampere on back of this report.  
 Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing.  
 Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.  
 Complete all gray areas.

Scanning Unit #	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
1	Verify ✓ 2269	Verify ✓ 2269	Verify ✓ 5589	Verify ✓ 5589	Record	Record	Record

Scanning Unit #	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log
1	Verify ✓ AA04012700029972	Verify ✓ 2161	Verify ✓ 14-51397	Verify ✓	Verify ✓ YES

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

Assisting Judges: \_\_\_\_\_

7

\_\_\_\_\_  
Republican Chief Judge

\_\_\_\_\_  
Democratic Chief Judge

13. Record or verify the rear access door tamper tape number in J on the *Scanning Unit Closing Integrity Report*. **DO NOT** remove the tamper tape.



J

State of Maryland

**Scanning Unit Closing Integrity Report**  
2018 Gubernatorial Primary Election

County: Howard Date: 6/26/2018

Dist/Prc: 01-01 ELKCRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s): 01-02

Reattach ALL locks removed during closing activities to their original location. Place removed tampere on back of this report.  
 Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing.  
 Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.  
 Complete all gray areas.

Scanning Unit #	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
1	Verify ✓ 2269	Verify ✓ 2269	Verify ✓ 5589	Verify ✓ 5589	Record	Record	Record

Scanning Unit #	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log
1	Verify ✓ AA04012700029972	Verify ✓ 2161	Verify ✓ 14-51397	Verify ✓	Verify ✓ YES

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

Assisting Judges: \_\_\_\_\_

7

\_\_\_\_\_  
Republican Chief Judge

\_\_\_\_\_  
Democratic Chief Judge

14. Verify the tamper tape number located on the front access door in column K of the *Scanning Unit Closing Integrity Report*.  
Remove the tamper tape and place it on the back of the report.



**Scanning Unit Closing Integrity Report**  
2018 gubernatorial Primary Election

County: Howard State of Maryland  
 Dist/Prec: 01-01 ELKBRIDGE LANDING MIDDLE SCH-CAFETERIA Date: 5/26/2018  
 Combined District/Precinct(s): 01-02

Reattach ALL locks removed during closing activities to their original location. Place removed tamper tape on back of this report.  
 Remove ballot transfer bin from each scanning unit for delivery to HCDCK. Place spoiled ballot envelope within bin before sealing.  
 Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.  
 Complete all gray areas.

	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Record	Record	Record
1	2269	2269	5589	5589			
	H. REMOVED Scanning Unit Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log		
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓
1	AA04012700029972	2161	14-51397				YES

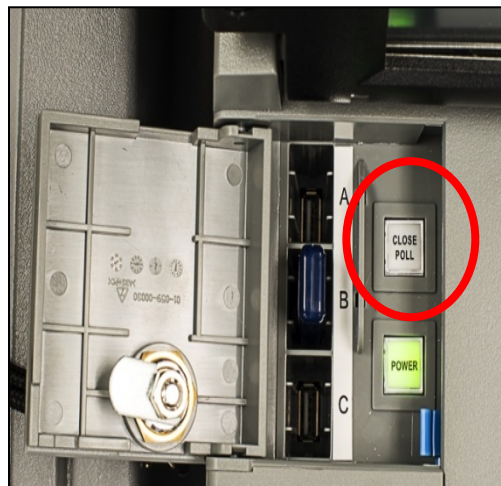
To the best of my knowledge, the information on this page is true and accurate.

Assisting Judges: \_\_\_\_\_

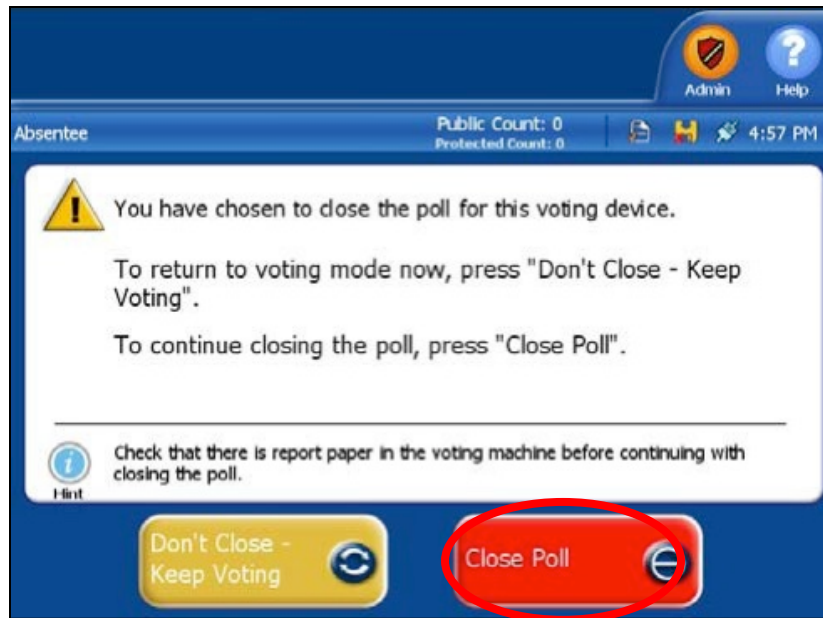
15. Use the round key to unlock and open the front access door.



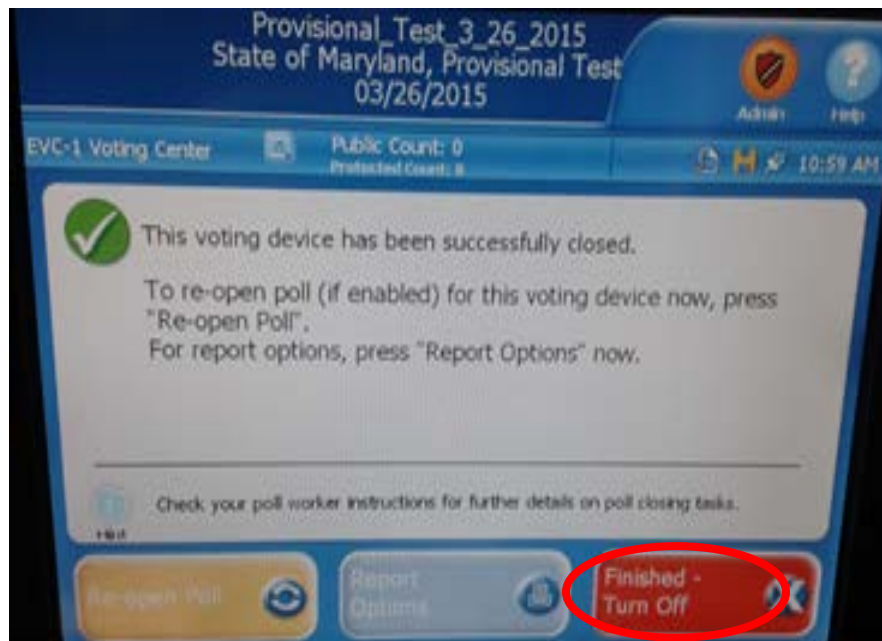
16. Push and hold down the “Close Poll” button for a second or two and release. The button will turn red.



17. The scanning unit display reads “You have chosen to close the poll for this voting device.” Touch the **“Close Poll”** button on the screen. Two “Results Reports” will print.

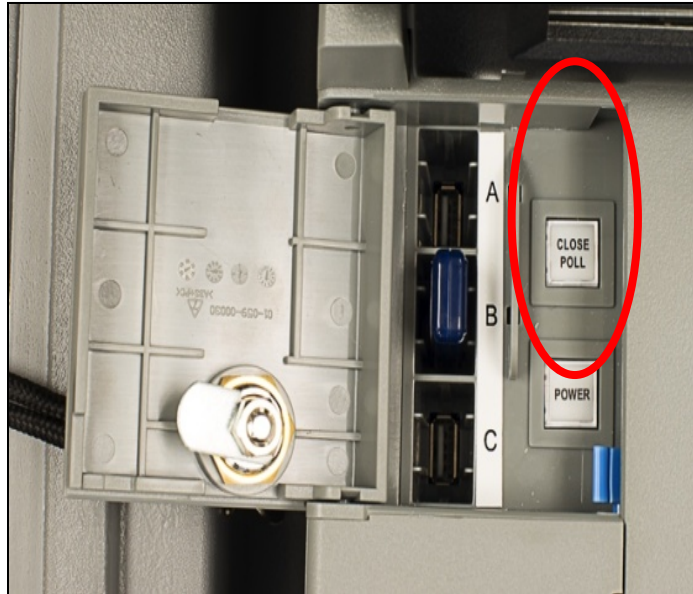


18. After the “Results Reports” have finished printing, the display screen reads “This voting device has been successfully closed.” Touch **“Finished – Turn Off”** button on the screen. Scanning unit powers off and **WAIT!**

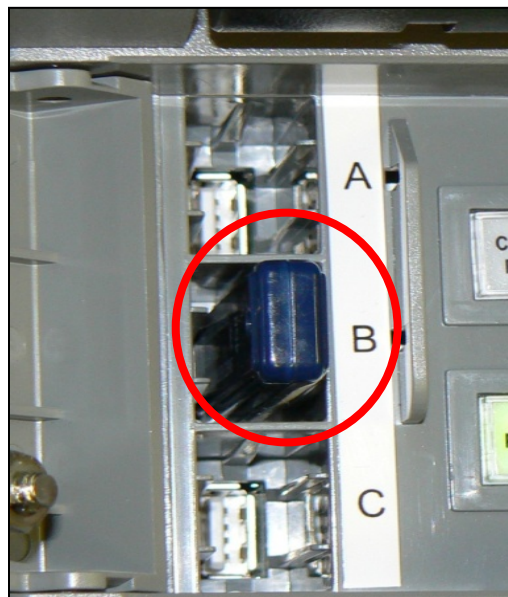


**!** Allow all lights in the front access door compartment and on the display screen to go completely dark. This process could take several minutes to complete.

19. Unplug the scanning unit from the power outlet.



20. After all the lights have gone dark, and after the scanning unit has been unplugged from the power outlet, gently pull the memory stick straight out to remove it from the front access door compartment.



- Verify the memory stick serial number with column H of the *Scanning Unit Closing Integrity Report*.



State of Maryland

**Scanning Unit Closing Integrity Report**  
2018 Gubernatorial Primary Election

County: Howard Date: 6/26/2018

Dist/Prec: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA  
Combined District/Precinct(s): 01-02

Reattach ALL locks removed during closing activities to their original location. Place removed tampere tape on back of this report.  
 Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing.  
 Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.  
 Complete all gray areas.

Scanning Unit #	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
1	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Record	Record	Record
	2269	2269	5589	5589			

Scanning Unit #	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log
1	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
	AA04012700029972	2161	14-51397		YES

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

Assisting Judges: \_\_\_\_\_

\_\_\_\_\_  
Republican Chief Judge

7

\_\_\_\_\_  
Democratic Chief Judge

- Deposit the memory stick into the clear zipper bag for transport to the Howard County Board of Elections main office by an assigned rover or closer.
- Close and use the round key to lock the front access door. **DO NOT** apply tamper tape.





27. Separate the “Results Reports” into two individual reports.

- Both chief judges sign both copies of the “Results Reports.”
- Attach the first copy of the “Results Report” to the *Scanning Unit Closing Integrity Report*.
- Post the second “Results Report” next to the morning’s “Zero Report” for public viewing.
- Repeat steps 1 through 30 for each scanning unit.

28. Apply red security seals that say “HC BOE BIN SEAL” on the front and rear sides of the ballot transfer bin lid. Record the seal numbers on the *HCBOE Ballot Transfer Bin Transportation Log* for each ballot transfer bin to be transported to the Howard County Board of Elections warehouse.



29. Extend the roller handle and lift the handle to shift the weight of the ballot transfer bin to the rear wheels. Roll the ballot transfer bin to a secure location in the polling place. The ballot transfer bin will remain sealed and will be transported by a Chief Judge to the Howard County Board of Elections (HCBOE) warehouse. For more detailed information refer to Chapter 14 – Final Election End Closing Activities.



30. Count the total number of voter authority cards (VACs) from the orange VAC bag for each scanning unit. Record the number of VACs in column G of the *Scanning Unit Closing Integrity Report*. Put the voter authority cards back into the orange VAC bag and secure with provided seal in bottom of bag. Give VAC bag to the chief judges for delivery to HCBOE warehouse.

**Scanning Unit Closing Integrity Report**  
2018 Gubernatorial Primary Election

State of Maryland

County: Howard Date: 6/26/2018

Dist/Prc: 01-01 ELKBRIDGE LANDING MIDDLE SCH-CAFETERIA  
Combined District/Precinct(s): 01-02

Reattach ALL locks removed during closing activities to their original location. Place removed tampere on back of this report.  
 Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing.  
 Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.  
 Complete all gray areas.

	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
Scanning Unit #	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Record	Record	Record
1	2269	2269	5589	5589			

	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log
Scanning Unit #	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
1	AA04012700029972	2161	14-51397		YES

**G**

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

Assisting Judges: \_\_\_\_\_

\_\_\_\_\_  
Republican Chief Judge

7

\_\_\_\_\_  
Democratic Chief Judge

## Packing the Scanning Unit

1. Pack the power cord with the gray surge protector into the back compartment of the scanning unit.



2. Close and lock the back compartment door using the flat key.



3. Release the parking brakes by tapping the vertical metal tabs forward with toe. **CAUTION: The metal tabs are sharp.**



4. Two election judges roll the scanning unit to the transfer cart to be loaded for return to the local board of elections.



5. For more information on transfer cart packing and voting system transportation to HCBOE main office and warehouse, refer to Chapter 14 – Final Election End Closing Activities.

## **Chapter 12 – Ballot Marking Device**

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Audio Instructions .....	12.11
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## Overview

Each precinct will receive at least one ballot marking device. Under the supervision of chief judges, voting judges are responsible for setting up the ballot marking device. Poll Watchers may observe opening procedures.

The ballot marking device enables voters, including voters with disabilities, to mark their ballots independently. Make sure the following policy regarding the use of the ballot marking device is followed:

- Any voter may ask to use the ballot marking device. DO NOT ask why the voter needs or wants to use it or ask for proof that the voter needs to use it.
- If a voter wants to use the ballot marking device, offer to explain the accessibility features.
- Make sure that at least two voters use the ballot marking device during the day. If two voters have not used the ballot marking device by 6:00 p.m., direct voters to use the ballot marking device until two voters have used it.

There are several ways to mark a ballot activation card using the ballot marking device. The ballot marking device includes a touch screen and keypad (includes Braille). Voters may use their own sip and puff device or rocker paddle device.

An audio ballot is available to all voters who use the ballot marking device and all accessibility features can be used with the audio ballot. The ballot marking device also offers high-contrast and enlarged print viewing options. The accessibility features on the ballot marking device can be used in any combination to make ballot selections.

The ballot marking device is only a marking device and **cannot record votes**. The ballot marking device acts as a pen that marks and prints the voter's selections. The voter's ballot activation card is then inserted into the scanning unit, which records the selections.



The ballot marking device must be ready to be used by voters before the polls open. Make sure the keypad and headphones are attached and ready to be used.

---

## Required Supplies

The following election supplies are required for ballot marking device opening procedures:

- Ballot marking device key (round barrel key)
- *Ballot Marking Device (BMD) Integrity Report*
- New tamper tape
- ADA table and a chair
- Headphones, keypad and privacy screen

---

## Setup

1. Remove the ballot marking device from the transfer cart.  
Check the ID tag on the ballot marking device case to make sure the tag designates the correct polling place.



2. Take the ballot marking device in its case to the designated location inside the voting area as shown on the polling place diagram to maximize voter privacy.
3. Remove the ballot marking device, keypad, and headphones from the case. Remove the power cord from the case side pocket.



4. Push the small circular plug of the power cord with the flat side up into the port on the back of the ballot marking device. The plug will click into place when properly connected. Plug the other end of the power cord into an electrical outlet.



5. Grasp the bottom of the stand on the back of the ballot marking device. Pull out and extend the stand. Rest the ballot marking device on the stand. Position the ballot marking device on the designated table.



6. Verify the serial number located on the top of the ballot marking device. Confirm by checking the box in column A of the *Ballot Marking Device Integrity Report*.



A

State of Maryland

**Ballot Marking Device (BMD) Integrity Report**  
2018 Governorial Primary Election

County: Howard District/Precinct: 01-01 ELKBRIDGE LANDING MIDDLE SCHOOL CAFETERIA Date: 6/26/2018  
Combined District/Precinct(s): 01-02

Attach all tamper tape removed from Ballot Marking Device (BMD(s)) during opening and closing to the back of this form.  
 After powering BMDs off, memory stick removed and placed in clear zipper bag.  
 All grey areas completed as needed.  
**REMEMBER:** If any tamper tape is removed from Ballot Marking Device (BMD(s)) during voting hours, attach the removed tamper tape to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape was removed.

BMD Unit #	OPENING			CLOSING	
	A. BMD Serial #	B. Side compartment tamper tape # at opening	C. New side compartment tamper tape # at opening	D. Record and remove side compartment tamper tape #	E. Memory Stick Serial # removed and placed in clear zipper bag
1	EV0115331383	Verify ✓	Record ✓	Record	Verify ✓

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

Judge(s) Assisting at Opening: \_\_\_\_\_  
 Judge(s) Assisting at Closing: \_\_\_\_\_

Republican Chief Judge \_\_\_\_\_ 4 \_\_\_\_\_ Democratic Chief Judge \_\_\_\_\_ Received 11/10/17

7. Verify the tamper tape number located on the left side compartment door of the ballot marking device with column B of the *Ballot Marking Device Integrity Report*.

Side compartment tamper tape location.



B

State of Maryland

**Ballot Marking Device (BMD) Integrity Report**  
2018 Governorial Primary Election

County: Howard District/Precinct: 01-01 ELKBRIDGE LANDING MIDDLE SCHOOL CAFETERIA Date: 6/26/2018  
Combined District/Precinct(s): 01-02

Attach all tamper tape removed from Ballot Marking Device (BMD(s)) during opening and closing to the back of this form.  
 After powering BMDs off, memory stick removed and placed in clear zipper bag.  
 All grey areas completed as needed.  
**REMEMBER:** If any tamper tape is removed from Ballot Marking Device (BMD(s)) during voting hours, attach the removed tamper tape to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape was removed.

BMD Unit #	OPENING			CLOSING	
	A. BMD Serial #	B. Side compartment tamper tape # at opening	C. New side compartment tamper tape # at opening	D. Record and remove side compartment tamper tape #	E. Memory Stick Serial # removed and placed in clear zipper bag
1	EV0115331383	Verify ✓	Record ✓	Record	Verify ✓

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

Judge(s) Assisting at Opening: \_\_\_\_\_  
 Judge(s) Assisting at Closing: \_\_\_\_\_

Republican Chief Judge \_\_\_\_\_ 4 \_\_\_\_\_ Democratic Chief Judge \_\_\_\_\_ Received 11/10/17

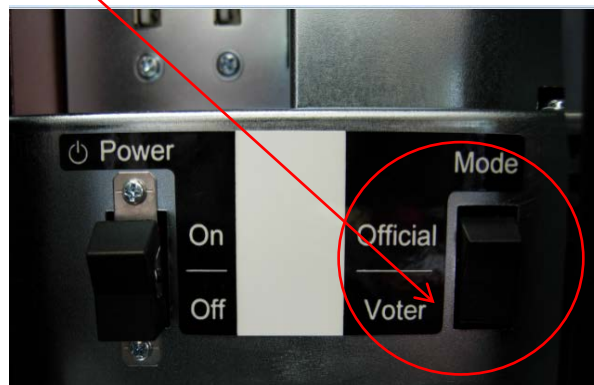
8. During Pre-Election Morning opening procedures, remove the tamper tape and place it on the back of the *Ballot Marking Device Integrity Report*. Use the ballot marking device barrel key to unlock and open the left side compartment door.



9. Check that the memory stick is installed. If not, immediately notify a chief judge.



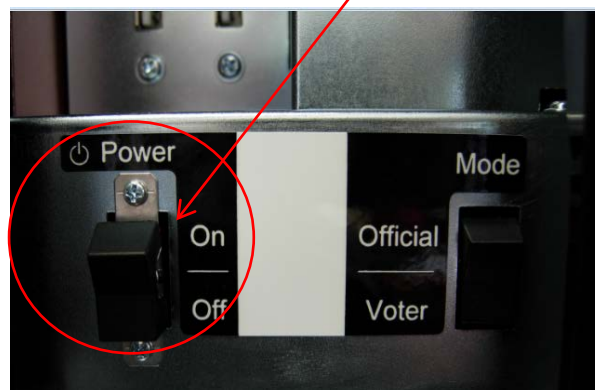
10. Check that the “**Mode**” switch is on “**VOTER.**”



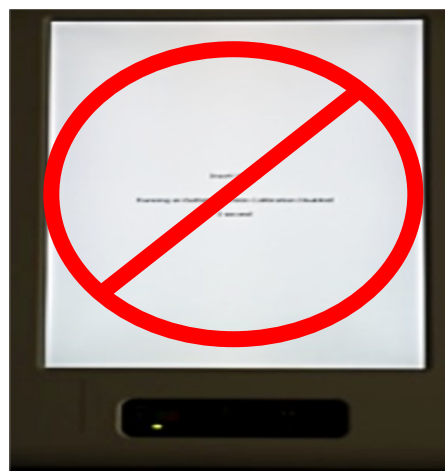
11. Make sure that the keypad is installed before starting the ballot marking device.



12. Flip the “**Power**” switch to the “**On**” position.



**!** Do not touch the display screen while the ballot marking device is starting. The process is long, about 4 minutes. No reports are printed.



13. Position the keypad cord so it threads through the circular opening at top of the side compartment door.
14. Plug the headphones into the audio port located on the front of the ballot marking device.
15. Close and lock the side compartment door using the ballot marking device round barrel key.
16. Apply new tamper tape and record the new tamper tape number in column C of the *Ballot Marking Device Integrity Report*.



**Ballot Marking Device (BMD) Integrity Report**  
2018 Governorial Primary Election

State of Maryland

County: Hager District/Preinct: 01-01 ELKRIDGE LANDING MIDDLE SCH CAFETERIA Date: 6/26/2018  
Combined District/Preinct(s): 01-02

Attach all tamper tape removed from Ballot Marking Device (BMD(s)) during opening and closing to the back of this form.  
 After powering BMDs off, memory stick removed and placed in clear zipper bag.  
All grey areas completed as needed.

**REMARKS:** If any tamper tape is removed from Ballot Marking Device (BMD(s)) during voting hours, attach the removed tamper tape to the Tamper Tape Security Seal Removal Report and explain why the tamper tape was removed.

BMD Unit #	OPENING		CLOSING		
	A. BMD Serial #	B. Side compartment tamper tape # at opening	C. New side compartment tamper tape # at opening	D. Record and remove side compartment tamper tape #	E. Memory Stick Serial # Memory Stick was removed and placed in clear zipper bag
1	LV0113331383	Verify ✓	Record ✓	Record ✓	Verify ✓ AAN4012700930848

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

Judge(s) Assisting at Opening: \_\_\_\_\_  
Judge(s) Assisting at Closing: \_\_\_\_\_

Republican Chief Judge \_\_\_\_\_ 4 Democratic Chief Judge \_\_\_\_\_ Revised 11/15/17

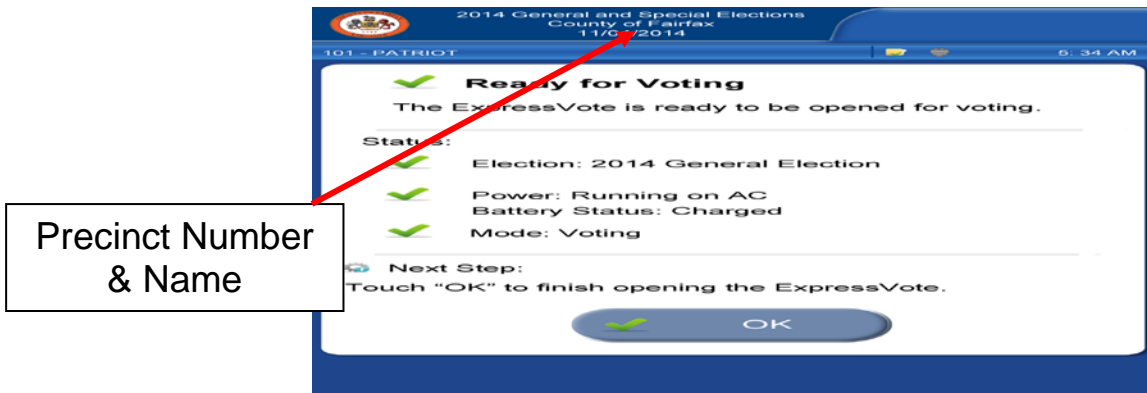
17. Install the privacy screen.



18. A chief judge enters the election code, then touches “Accept.”



19. Verify that the precinct number and name displayed on the screen are correct and the unit is receiving power. Touch “OK.” Contact the local board of elections office immediately if the precinct number and name are incorrect.



20. When the ballot marking device is ready to accept ballot activation cards, the following screen appears. Check that the election, county, date and time are correct at the top of the screen.



21. Return the case to the transfer cart. Return the key and *Ballot Marking Device Integrity Report* to a chief judge.

---

## Prepare the Voter for Voting

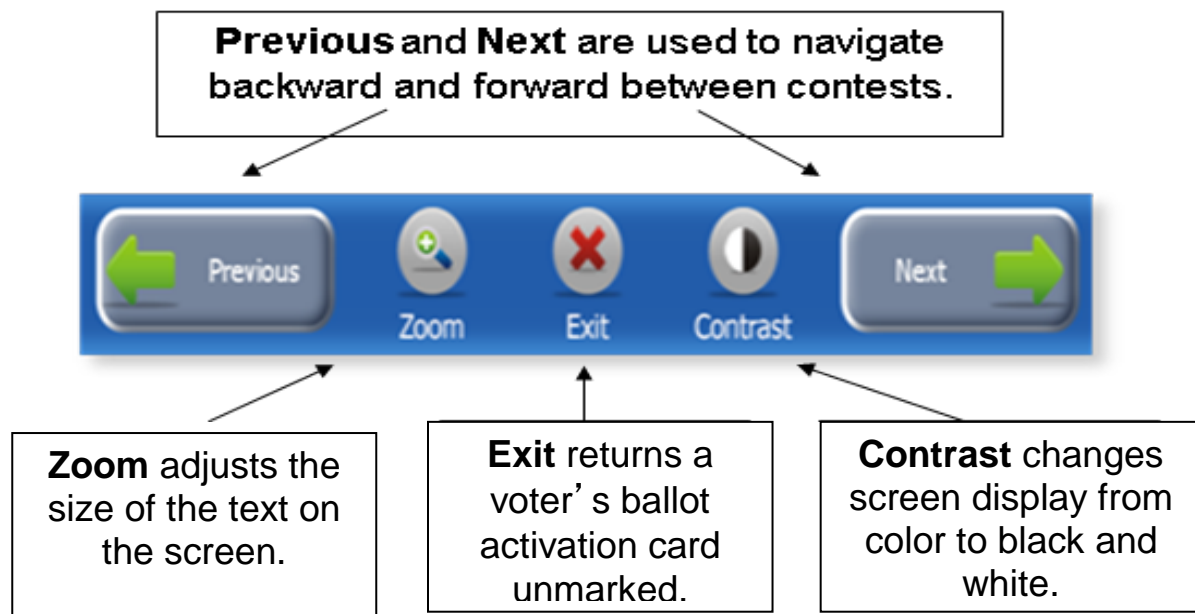
Voters who choose to use the ballot marking device will be issued a ballot activation card instead of a regular paper ballot.

**!** For all voters using the BMD, it will be a chief judge's responsibility to escort voter from check-in to the BMD and if necessary to the scanning unit.

A chief judge will:

1. Ask the voter for his or her voter authority card.
2. Verify that the voter authority card has been signed by the voter and initialed by a check-in judge.
3. Initial the voter authority card.
4. Hold onto the voter authority card while escorting the voter to the ballot marking device.
5. Instruct the voter how to use the ballot marking device and explain its various features.

### Screen Display Options



**!** When there are more than seven candidates in a contest, the contest extends off the screen. Tell the voter to press "More" on the display screen to view all candidates in a contest.



The ballot marking device will display a warning message after 5 minutes of inactivity.

---

## Using the Audio Headset and Keypad



The keypad will come already preinstalled. The headset will be located within the ballot marking device case. Plug headset into the audio port located on the front of ballot marking device. These items must be always connected to the ballot marking device during voting hours.

1. Show the voter how to adjust the volume.
2. Give the headphones to the voter and tell the voter to put on the headphones.



Once the ballot activation card is identified, the ballot marking device immediately begins playing the voting instructions and provides an overview of the keypad functions.

3. Assist the voter if requested.

---

## Audio Instructions

The audio instructions include:

1. Press **Screen** to turn the touchscreen display off.

2. Use **Tempo** on the right side of the keyboard to speed up or slow down the audio.
3. Use **Volume** on the right side of the keypad to adjust the volume of the audio.
4. Use **Down Arrow** on keypad to scroll through available language options. Press **Select** to select desired language and to begin voting.
5. Press **Right Arrow** to proceed to the first contest. The ballot marking device identifies contest information, including name, number of permitted selections and number of candidates or choices.
6. Press **Down Arrow** to scroll through candidates or choices.
7. Press **Select** to make a selection after it has been read.
8. To change a selection in a “vote for one” contest, press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to make a new selection. The new selection replaces the previous one.
9. To change a selection in a “vote for more than one” contest, press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to remove previous selection. Press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to make a new selection.
10. To select a write-in (general elections only), press **Down Arrow** to navigate to write-in option. Press **Select**. The ballot marking device will begin playing write-in instructions and provides an overview on keyboard functions. Press **Down Arrow** or **Up Arrow** to scroll through letters. Press **Select** to choose a letter. When finished, press **Right Arrow**. The ballot marking device returns to contest and repeats the write-in selection.

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## Activating the Ballot Marking Device

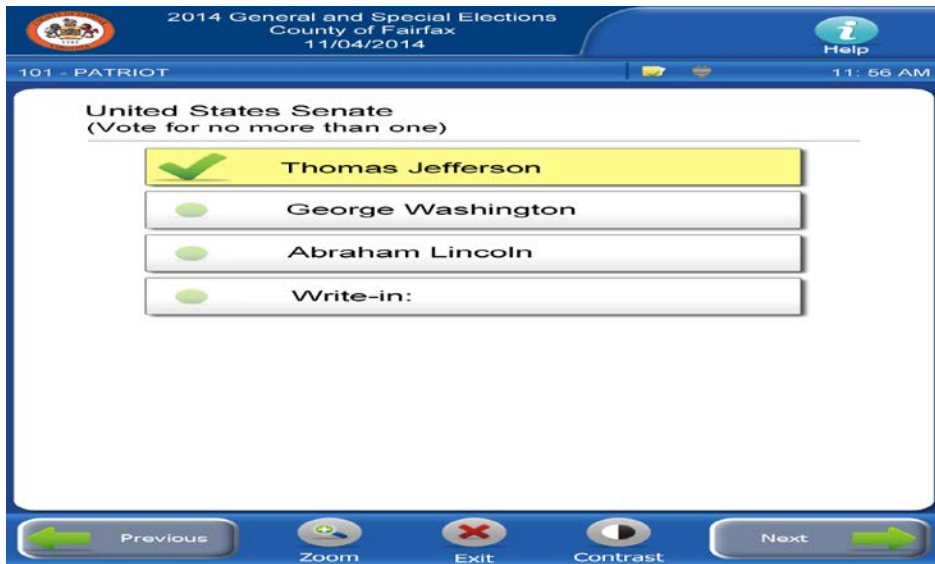
The ballot marking device display will read “To begin voting, insert your card.”

1. Instruct the voter to insert the ballot activation card into the slot with the slanted corner of the card to the top right.



2. For consolidated precincts, the screen will display a list of precincts. Select the precinct number indicated on the voter authority card.
3. The screen will display a selection menu of ballot styles.
4. Use the ballot style number indicated on the voter authority card to select the correct ballot style for the voter. Touch the correct ballot style number on the touch screen display.
5. Put the voter authority card back into the clear pouch on the privacy sleeve.
6. Stand to the side of the ballot marking device to ensure voter privacy while giving instructions to the voter.

- Instruct the voter to select a candidate or contest choice by touching the oval or anywhere on the line. Once selected, the selection turns yellow and a green checkmark appears next to the candidate or contest choice.



- To change a selection in a “vote for one” contest, touch the oval or anywhere on the line of the new selection. The selection turns yellow, and a green checkmark appears next to the candidate or contest choice.
  - To change a selection in a “vote for more than one” contest, remove the previous selection by touching the green checkmark or anywhere on the line of the previous selection. To make a new selection, touch the oval or anywhere on the line of the new selection. The selection turns yellow, and a green checkmark appears next to the candidate or contest choice.
- Touch “Previous” or “Next” to navigate backward and forward between contests.

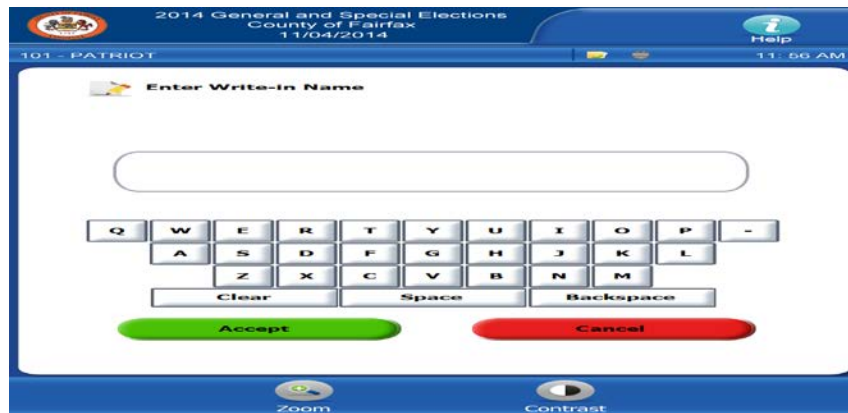


The “More” button will appear on the touchscreen when an additional page of contest choices is available to the voter. Voters must touch the “More” button to access the additional page. Chief judges are to instruct voters about the “More” button before the voter begins using the ballot marking device.

---

### Write-In Votes (General Election Only)

1. To select a write-in candidate, touch “Write-In.” The screen displays a keyboard. Enter the write-in name using the keyboard and then touch “Accept.”

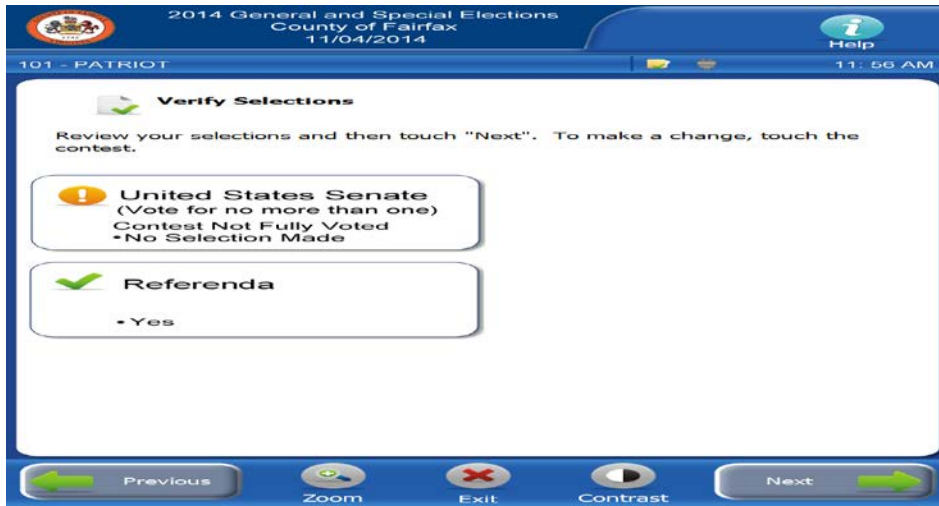


2. To clear a write-in, touch the green checkmark or anywhere on the line of the write-in selection. The screen displays a keyboard. Touch “Clear” and then touch “Accept.”

---

### Summary of Selections

1. After the voter is finished making his or her selections, a “Summary of Selections” screen displays. Undervoted contests are marked with an orange exclamation point. All other contests are marked with a green checkmark.



2. To change a selection, touch the contest you want to change on the “Summary of Selections” screen. After changes are made, touch “Next.” The ballot marking device returns to the “Summary of Selections” screen. When finished reviewing selections, touch “Next” to continue to the “Print Card” screen.

---

## Printing the Ballot Activation Card Ballot

1. To print the ballot activation card ballot, touch “Print Card.” The ballot activation card ballot ejects from the ballot marking device showing the selections made by voter.



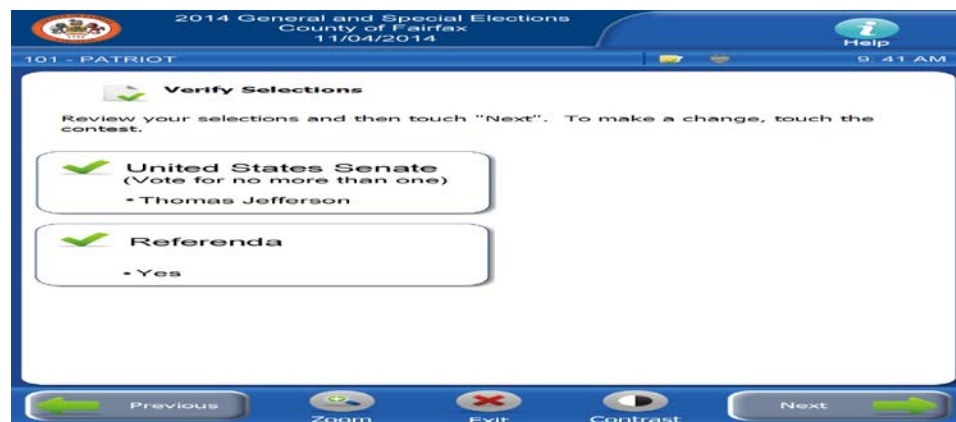
2. Tell the voter to put the printed ballot activation card ballot into the privacy sleeve.
3. Direct or escort the voter to the scanning unit to cast the ballot activation card ballot.
4. Tell the voter to give the voter authority card to the voting judge at the scanning unit.

---

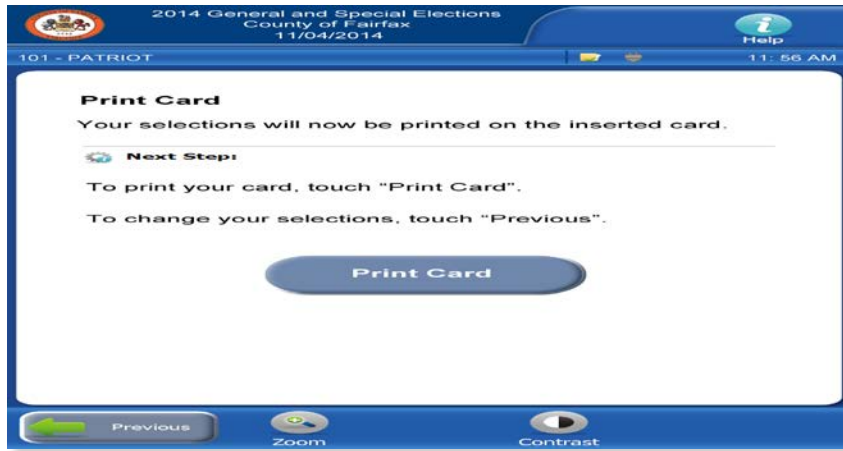
## Verifying a Marked Ballot Activation Card Ballot

The ballot marking device allows a voter to re-insert the marked ballot activation card ballot into the input slot to verify the selections. This is for verification purposes only. No changes can be made as the voter will only be able to view or hear the summary of his or her selections.

1. Tell the voter to insert the ballot activation card ballot into the input slot with the slanted corner of the card to the right.
2. A verification screen will display instructions on how to review the selections.



3. Touch "Next" to access the "Summary of Selections" screen.
4. Review the selections. When done, touch "Next" again and then touch "Print Card" to eject the ballot activation card ballot. The printed ballot activation card ballot ejects from the input slot.



## Closing the Ballot Marking Device

1. Remove the privacy screen.



2. Record the left side compartment tamper tape number in column D of the closing section of the *Ballot Marking Device Integrity Report*.



**Ballot Marking Device (BMD) Integrity Report** State of Maryland

Country: Howard District/Precinct: 01-01 ELKBRIDGE LANDING MIDDLE SCHOOL CAFETERIA Date: 6/26/2018  
 Combined District/Precinct(s): 01-02

Attach all tamper tape removed from Ballot Marking Device (BMD(s)) during opening and closing to the back of this form.  
 All grey areas must be filled as needed.  
**REMEMBER:** If any tamper tape is removed from Ballot Marking Device (BMD(s)) during voting hours, attach the removed tamper tape to the back of this Ballot Marking Device (BMD) Security Seal Removal Report and explain why the tamper tape was removed.

BMD Unit #	OPENING				CLOSING
	A	B	C	D	
	BMD Serial #	Side compartment tamper tape # at opening	New side compartment tamper tape # at opening	Record and remove side compartment tamper tape #	Memory Stick Serial # Memory Stick was removed and placed in clear zippe bag
1	Verify EV0115331383	Verify ✓	Record ✓	Record ✓	Verify A04012/00030948

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

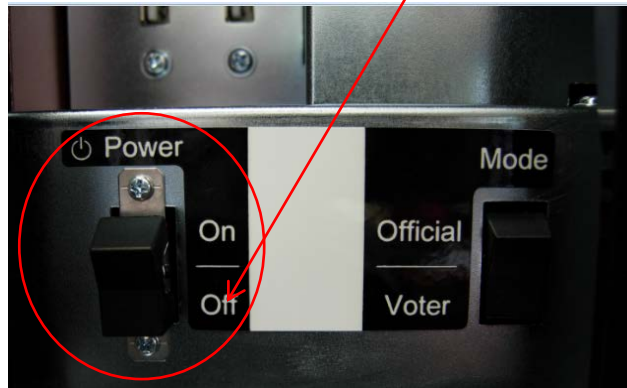
Judge(s) Assisting at Opening: \_\_\_\_\_  
 Judge(s) Assisting at Closing: \_\_\_\_\_

4

3. Remove the tamper tape from the side compartment and attach it to the back of the *Ballot Marking Device Integrity Report*.
4. Use the barrel ballot marking device key to unlock and open the side compartment door.



5. Flip the “**Power**” switch to the “**Off**” position.



6. Remove headphones and place in case.
7. Remove memory stick(s) and verify the serial number(s) located in column E on *Ballot Marking Device Integrity Report*. Place memory stick in clear zipper bag. Clear zipper bag will also be used to carry CF Cards from pollbooks and memory stick(s) from scanning unit(s).

Ballot Marking Device (BMD) Integrity Report					State of Maryland
2018 Gubernatorial Primary Election					Date: 5/28/2018
County: Howard					
District/Precinct: 01 01 ELKINS LANDING MIDDLE SCH CAPE CHARLES					
Combined District/Precinct(s): 01 02					
<input type="checkbox"/> Attach all tamper tape removed from Ballot Marking Device (BMD(s)) during opening and closing to the back of this form. <input checked="" type="checkbox"/> After powering BMDs off, memory stick removed and placed in clear zipper bag. <input type="checkbox"/> All gray areas completed as needed. <b>REMEMBER!!!</b> If any tamper tape is removed from Ballot Marking Device (BMD(s)) during voting hours, attach the removed tamper tape to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape was removed.					
		OPENING		CLOSING	
BMD Unit #	A BMD Serial #	B Side compartment tamper tape # at opening	C How side compartment tamper tape # at opening	D Record and remove side compartment tamper tape #	E Memory Stick Serial # Memory Stick was removed and placed in clear zipper bag
1	FW815331383	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Record	Record
					Verify <input checked="" type="checkbox"/>
					AA04012758030815

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

Judge(s) Assisting at Opening: \_\_\_\_\_

Judge(s) Assisting at Closing: \_\_\_\_\_

Republican Chief Judge: \_\_\_\_\_ 4 \_\_\_\_\_ Democratic Chief Judge: \_\_\_\_\_

E

8. Close and lock the side compartment. A new tamper tape is not necessary.



9. Close the stand on the back of the ballot marking device. It will snap into place.



10. Remove the power cord from the back of the ballot marking device by sliding the sheath on the plug back while gently pulling the plug out.



11. Pack up the ballot marking device. Place the keypad and headphones back into the carrying case. Return the power cord to the carrying case side pocket.



12. Return the ballot marking device to the transfer cart. Sign and return the *Ballot Marking Device Integrity Report* to a chief judge.

## **Chapter 13 – Marking a Ballot by Hand**

Instructions for Marking a Ballot by Hand..... 13.2

Casting a Write-in Vote on a Regular Ballot..... 13.4  
(General Election Only)

After the Voter Has Marked the Ballot..... 13.6

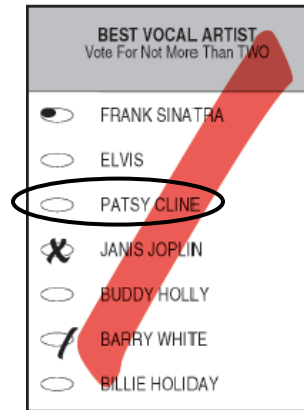
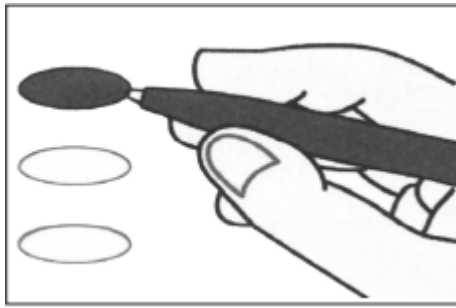
## Instructions for Marking a Ballot by Hand

The voting judge at the ballot issuance table will:

1. Ask the voter for the voter authority card.

**IMPORTANT:** Voting Judges stationed at the ballot issuance table must ensure voters having a provisional VAC are not issued a regular ballot. Contact a chief judge immediately if voter has a provisional VAC. A provisional VAC will clearly state "Provisional Ballot" at top and "DO NOT ISSUE REGULAR BALLOT" in ballot style issue area of VAC.

2. Verify the voter authority card has been signed by the voter and initialed by a check-in judge.
3. Give the voter the correct ballot style. Show the voter the following:
  - The ballot style printed on the voter authority card;
  - The ballot style printed on the ballot to make sure it is the correct ballot style; and
  - Both sides of the ballot and all pages of the ballot, if applicable.
4. Initial the voter authority card and put it in the clear pouch on the front of a privacy sleeve.
5. Tell the voter to read the ballot carefully:
  - All selections for undervoted contests will be counted.
  - No selections for overvoted contests will be counted.
6. Tell the voter how to mark their selections on the ballot:
  - Use the marking pen provided at the voting booth.
  - Completely fill in the oval for each selection.



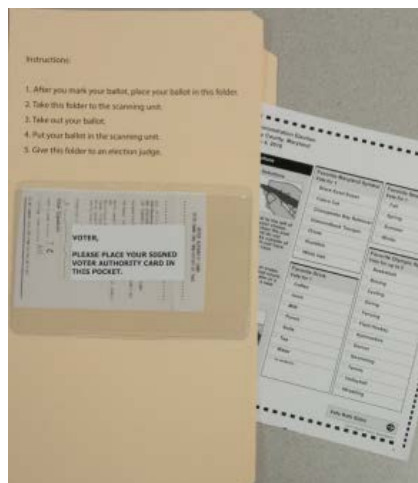
**INCORRECT**

- Do not make any marks outside of the oval.
- Do not make any other marks on the ballot.
- Do not sign his or her name, initial, or make any other identifying marks on the ballot. Ballots with identifying marks may be rejected.



A voting or chief judge must offer assistance to a voter who has spoiled two ballots.

7. Tell the voter to raise his or her hand or alert a voting judge if they have any questions or make a mistake on the ballot. See the “Replacement Ballots for Spoiled Ballots” section of *Chapter 7 – Issuing Ballots* to replace a ballot.
8. Tell the voter to keep the voter authority card in the clear pouch on the front of the privacy sleeve. The voter authority card is required to cast the ballot at the scanning unit.
9. Place the voter’s ballot in the privacy sleeve and give it to the voter.



10. Escort or direct the voter to an available voting booth.

---

### **Casting a Write-in Vote on a Regular Ballot (General Election Only)**

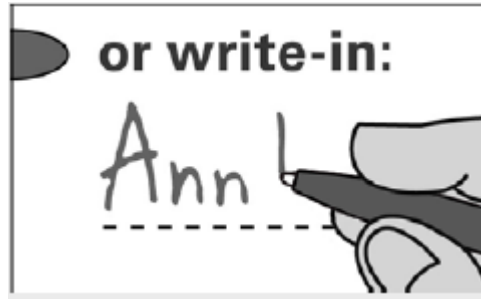


Do not volunteer information about write-in voting unless requested by the voter.

If a voter asks about write-in voting during a general election:

1. Refer the voter to the posted instructions.
2. Answer any questions the voter may ask.
3. Do not refer to the name of any particular candidate or the office sought in advising or instructing a voter who asked about write-in voting except as indicated below. If you find it necessary to use a name as an example in assisting a voter, use a name such as “John Q Smith” or a name other than that of a known candidate.
4. When explaining write-in voting to a voter, tell the voter to:
  - Completely fill in the oval to the left of “or write-in” under that contest heading.

- Clearly write the full name of the candidate for whom he or she wishes to vote.



- Refer to the posted list of filed write-in candidates.
- Clearly identify the candidate for the write-in vote to count.



If a voter tells you he or she knows the last name, but not the first name, and gives enough information about the candidate that you know to whom he or she is referring, you may tell the voter the candidate's first name.

5. If a voter requests assistance because he or she is unable to write:
  - Complete the *Voter Assistance Form*. See *Chapter 3 – Voter Assistance and Cross Cultural Communication* for more information.
  - Assistance should be limited to writing the write-in candidate's name.
  - Write the complete name exactly as the voter says.
  - Once the voter has completed his or her write-in voting, the person(s) assisting should then leave the voter so the voter may continue to vote in privacy.
6. If a voter changes his or her mind after writing a write-in candidate's name or makes a mistake on the ballot, instruct the voter to overvote

every contest. Write “SPOILED” across the ballot and put it in the “Spoiled Ballot Envelope” before issuing the voter a replacement ballot.

---

### **After the Voter Has Marked the Ballot**

A voting judge will:

1. Direct or escort the voter to the scanning unit.
2. Tell the voter to give the voter authority card to the voting judge at the scanning unit.

## **Chapter 14 – Final Election End Closing Activities**

General Overview .....	14.2
Final Transfer Cart Packing .....	14.2
Memory Stick and CF Card Transportation to HCBOE .....	14.3
Provisional Ballot Bag(s) Transportation to HCBOE .....	14.5
Ballot Transfer Bin(s) Transportation to HCBOE Warehouse.....	14.6
Area Map to HCBOE Warehouse .....	14.9
HCBOE Warehouse Election Supply Drop Off Map .....	14.10

## General Overview

Final tabulation of unofficial results will occur at the Howard County Board of Elections (HCBOE) main office. A designated HCBOE rover or closer will pick up and transport the polling place's clear zipper bag containing memory sticks and CF cards to the Board of Elections main office. A rover or closer will also pick up the polling place's provisional ballot bag(s) for delivery to the HCBOE main office.

Ballot transfer bins containing voted ballots, ballot stubs and spoiled ballot envelope are to be delivered to the HCBOE warehouse (not the main office – see provided maps at end of this chapter) by a chief judge along with other critical election items listed below. The transportation of ballot transfer bins, memory sticks and CF cards will be documented and accepted through a chain of custody arrangement detailed below and explained during training.

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## Final Transfer Cart Packing



Detailed packing picture(s) will be posted within each transfer cart. In addition, Chief judges will be provided a packing picture for items that are returned to the HCBOE Warehouse Election night.

Pack the following on the transfer cart:

- Ballot Marking Device (BMD) within original case along with keypad, headphones and power cord on transfer cart shelf;
- Grey tote(s) containing pollbook and printer cases and any other election items originally found within tote(s);
- Non-wheeled blue transfer case(s) containing printer and pollbook cases if provided;

- Wheeled blue transfer case(s) containing election supplies; i.e. election supply box, green and yellow zipper bags, clipboards, signage envelope, other supply boxes etc.
- ADA table in original box;
- ADA voting booth legs in original box;
- All other signage, provisional booths, extension cords, power strips and other election supplies as originally found in white election supply box.
- Voting booths in their respective blue boxes. A total of 4 voting booths may be secured to the top of transfer cart. Any voting booths that will not fit can be left outside transfer cart within their original boxes.



Use transfer cart key located on blue lanyard to finally lock cart with above contents. Apply tamper tape to doors of transfer cart(s) and record seal number(s) on *Ballot Closing Certificate*. Place blue lanyard keys in front pocket of Integrity Report and Payroll Binder labeled for that purpose.

### **Memory Stick and Compact Flash Card Transportation to HCBOE**

The following must be completed by chief judges (rover or closer may assist with closing activities and paperwork):


1. Pack all memory sticks from scanning unit(s) and ballot marking devices (BMDs) into clear zipper bag. **A MEMORY STICK MUST BE RETURNED FOR EACH SCANNING UNIT AND BMD, INCLUDING THOSE NOT USED OR SHUT DOWN DURING THE DAY.**
2. In addition, all CF Cards (2 per pollbook) from pollbooks must be packed in clear zipper bag. **CF CARDS MUST BE RETURNED**

**FOR EACH POLLBOOK, INCLUDING THOSE NOT USED OR SHUT DOWN DURING THE DAY.**

- Seal clear zipper bag with ALL Memory Sticks and CF Cards.  
Complete “Section A: Polling Place” of *HCBOE Memory Sticks/CF Cards/Provisional Transportation Log* as instructed below.

**HCBOE MEMORY STICKS/CF CARDS/PROVISIONAL TRANSPORTATION LOG**

HCBOE INITIALS: JW DIST/PREC: 01-01 LOCATION: Elkridge Middle Sch. - Cafeteria CHIEF INITIALS: **1**

SECTION A: POLLING PLACE – CHIEF JUDGES				
DATE: <b>2</b>	TIME: <b>: 3</b>	TRANSPORTED TO BOE	PROVISIONAL BAGS: <b>4</b>	
ALL MEMORY STICKS AND CF CARDS WERE PLACED IN CLEAR ZIPPER BAG AND SEALED WITH SEAL #: <b>7</b>			MEMORY STICKS: <b>5</b>	
RECORD PROVISIONAL BAG SEAL NUMBER(S) BELOW:			CF CARDS: <b>6</b>	
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b> Chief Judge Signature	 <p>RECIEVED BY TRANSPORTING HCBOE STAFF</p>		<b>15</b> Chief Judge Signature	
<b>14</b> Printed Name of Chief Judge			<b>16</b> Printed Name of Chief Judge	
<b>17</b> HCBOE Staff Signature			<b>18</b> Printed Name of HCBOE Staff	

Complete all grey boxes following the above numbered diagram:

- Chief judge initials;
- Date (June 26, 2018 or November 6, 2018);
- Time transported to HCBOE by Rover or Closer – The last item filled out as to when the Rover or Closer leaves the polling place with clear zipper bag;
- The number of provisional bags;
- The number of memory sticks;
- The number of CF Cards;
- Clear zipper bag seal number – The seal number used to seal the clear zipper bag;
- 12. Provisional bag seal numbers as needed;
- Chief judge signature;

14. Printed Name of chief judge;
15. Chief judge signature;
16. Printed Name of chief judge;
17. Transporting Rover or Closer signature;
18. Transporting Rover or Closer printed name.

4. When **ALL** memory sticks and CF cards have been collected, rover or closer will deliver completed *Transportation Log* and sealed clear zipper bag containing memory sticks and CF cards to the HCBOE Main Office. **DO NOT** place *Transportation Log* within sealed clear zipper bag.



Transportation Log's Section A: Polling Place must be completed by chief judges and rover or closer before leaving polling place.

---

### **Provisional Ballot Bag(s) Transportation to HCBOE**

1. Verify provisional ballot bag(s) for your polling place are sealed and locked.
2. Rover or closer will receive and deliver to the HCBOE Main Office each sealed provisional ballot bag for the polling place.
3. Record the number of provisional ballot bags and their respective seal numbers on the *HCBOE Memory Sticks/CF Cards/Provisional Transportation Log* as indicated in the above pictured diagram on page 14.4.



Those polling places with more than one consolidation (more than one District/Precinct) will have 2 to 5 provisional ballot bags that rover or closer will receive and deliver to HCBOE.

## Ballot Transfer Bin(s) Transportation to HCBOE Warehouse

1. Return the following critical election items to the HCBOE's warehouse at 9515 Gerwig Ln, Columbia, MD 21046 (see maps at the end of this chapter):
  - A. Sealed ballot transfer bin(s) containing voted ballots;
  - B. Sealed orange Voter Authority Card (VAC) bag;
  - C. Integrity Report and Payroll Binder containing blue lanyard keys and completed paperwork;
  - D. Voting Judges Folder containing *Spoiled Ballot Tally Sheet*



Critical election items (**A-D**) are either orange or have an orange label. A picture of these items will be provided in the *Last Minute Information* folder received at supply pick up



One chief judge shall deliver ballot transfer bin(s), in addition to above items B-D to the HCBOE Warehouse. See map at end of this chapter for warehouse facility location. A map for directions from your polling place to the warehouse facility will be provided in last minute information materials.

2. Complete Section A: Polling Place of the *HCBOE Ballot Transfer Bin Transportation Log* as instructed below. The Ballot Bin Transportation Log will be used when transporting the ballot transfer bin(s), in addition to other election supplies listed in # 1 above to the HCBOE warehouse.

## HCBOE BALLOT TRANSFER BIN TRANSPORTATION LOG

HCBOE INITIALS: *JW* DIST/PREC: *07-01* LOCATION: *St. Agustines School - Gym* CHIEF INITIALS: **1**

SECTION A: POLLING PLACE			
DATE: <input style="width: 40px;" type="text" value="2"/>	TIME: <input style="width: 40px;" type="text" value="3"/> :	TRANSPORTED TO HCBOE	NO. OF BALLOT TRANSFER BINS: <input style="width: 40px;" type="text" value="4"/>
<b>RECORD SEAL NO.'S FOR EACH BALLOT TRANSFER BIN:</b>			
BIN #1 FRONT SEAL #: <input style="width: 60px;" type="text" value="5"/>	BIN #2 FRONT SEAL #: <input style="width: 60px;" type="text" value="7"/>	BIN #3 FRONT SEAL #: <input style="width: 60px;" type="text" value="9"/>	
BIN #1 BACK SEAL #: <input style="width: 60px;" type="text" value="6"/>	BIN #2 BACK SEAL #: <input style="width: 60px;" type="text" value="8"/>	BIN #3 BACK SEAL #: <input style="width: 60px;" type="text" value="10"/>	
<input style="width: 100%; height: 25px;" type="text" value="11"/> Chief Judge Signature	SHADED BOXES MUST BE COMPLETED BY CHIEF JUDGES AND TRANSPORTING JUDGE	<input style="width: 100%; height: 25px;" type="text" value="13"/> Chief Judge Signature	
<input style="width: 100%; height: 25px;" type="text" value="12"/> Printed Name of Chief Judge		<input style="width: 100%; height: 25px;" type="text" value="14"/> Printed Name of Chief Judge	
<b>SEALED BALLOT TRANSFER BINS TRANSPORTED TO HCBOE BY:</b>			
<input style="width: 100%; height: 25px;" type="text" value="15"/> Transporting Judge Signature		<input style="width: 100%; height: 25px;" type="text" value="16"/> Printed Name of Transporting Judge	
SECTION B: HCBOE			
DATE: <input style="width: 60px;" type="text"/>	TIME: <input style="width: 40px;" type="text"/> :	RECEIVED BY HCBOE STAFF	NO. OF BALLOT TRANSFER BINS: <input style="width: 40px;" type="text"/>
<b>RECORD SEAL NO.'S FOR EACH BALLOT TRANSFER BIN RECEIVED:</b>			
BIN #1 FRONT SEAL #: <input style="width: 60px;" type="text"/>	BIN #2 FRONT SEAL #: <input style="width: 60px;" type="text"/>	BIN #3 FRONT SEAL #: <input style="width: 60px;" type="text"/>	
BIN #1 BACK SEAL #: <input style="width: 60px;" type="text"/>	BIN #2 BACK SEAL #: <input style="width: 60px;" type="text"/>	BIN #3 BACK SEAL #: <input style="width: 60px;" type="text"/>	
<input style="width: 100%; height: 25px;" type="text" value="17"/> Transporting Judge Signature	SECTION B MUST BE COMPLETED BY HCBOE STAFF AND SIGNED BY RELEASING TRANSPORTING JUDGE	<input style="width: 100%; height: 25px;" type="text"/> HCBOE Staff Signature	
<input style="width: 100%; height: 25px;" type="text" value="18"/> Print Name of Transporting Judge		<input style="width: 100%; height: 25px;" type="text"/> Printed Name of HCBOE Staff	

WHITE COPY-HCBOE    YELLOW COPY-HCBOE    PINK COPY-TRANSPORTING JUDGE    GOLD COPY- PRECINCT CHIEF JUDGE

Complete all grey boxes following the above numbered diagram:

1. Chief judge initials;
2. Date (June 26, 2018 or November 6, 2018);
3. Time transported to HCBOE – The last item filled out as to when the transporting judge leaves the polling place;
4. The number of ballot transfer bins containing voted ballots, ballot stubs and the spoiled ballot envelope;
5. Ballot bin # 1 front seal number;
6. Ballot bin # 1 back seal number;
7. Ballot bin # 2 front seal number (if necessary);
8. Ballot bin # 2 back seal number (if necessary);
9. Ballot bin # 3 front seal number (if necessary);

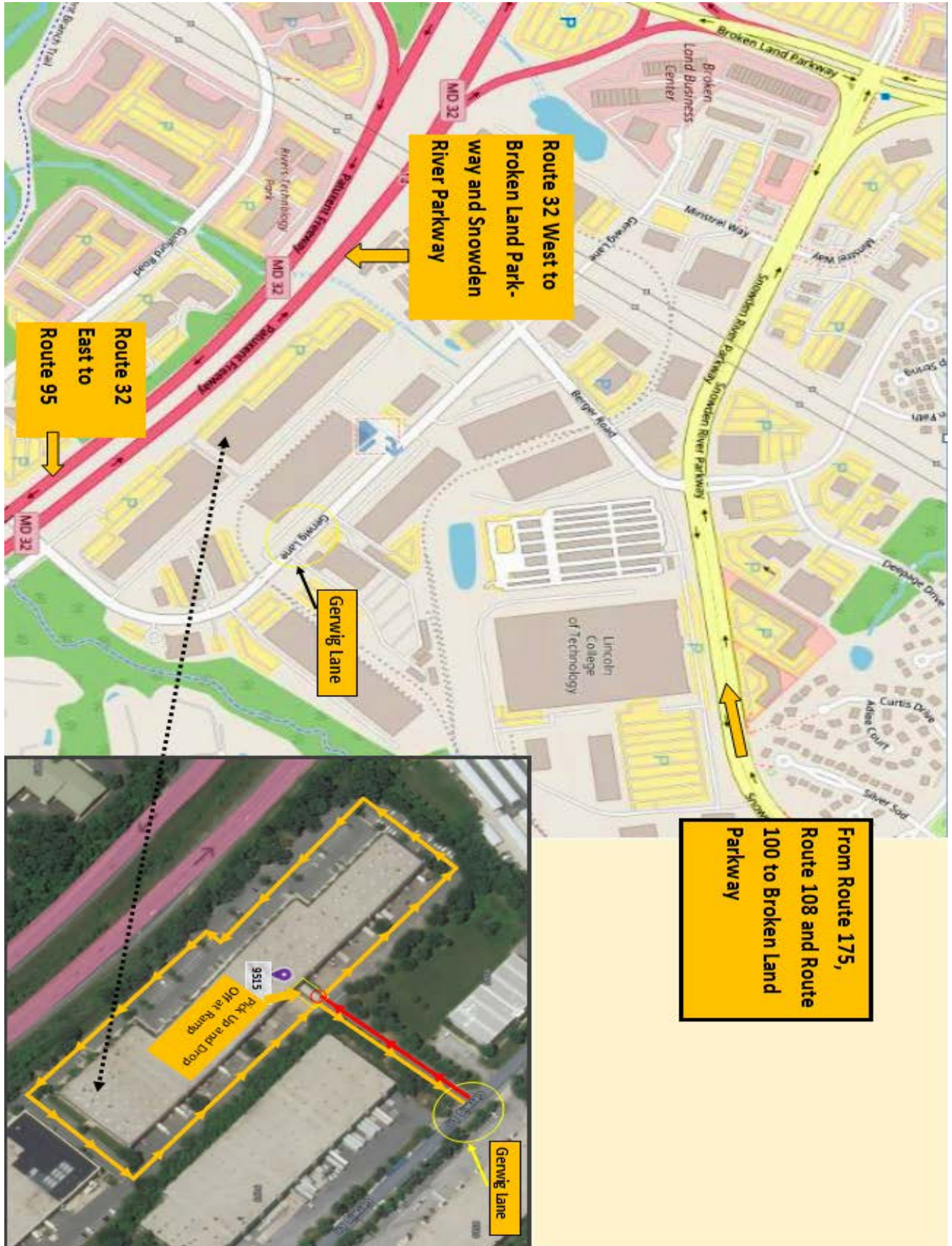
10. Ballot bin # 3 back seal number (if necessary);
11. Chief judge signature;
12. Printed Name of chief judge;
13. Chief judge signature;
14. Printed Name of chief judge;
15. Transporting judge signature;
16. Printed name of transporting judge;
17. Upon release of ballot transfer bin(s), transporting judge signature;
18. Upon release of ballot transfer bin(s), transporting judge printed name.



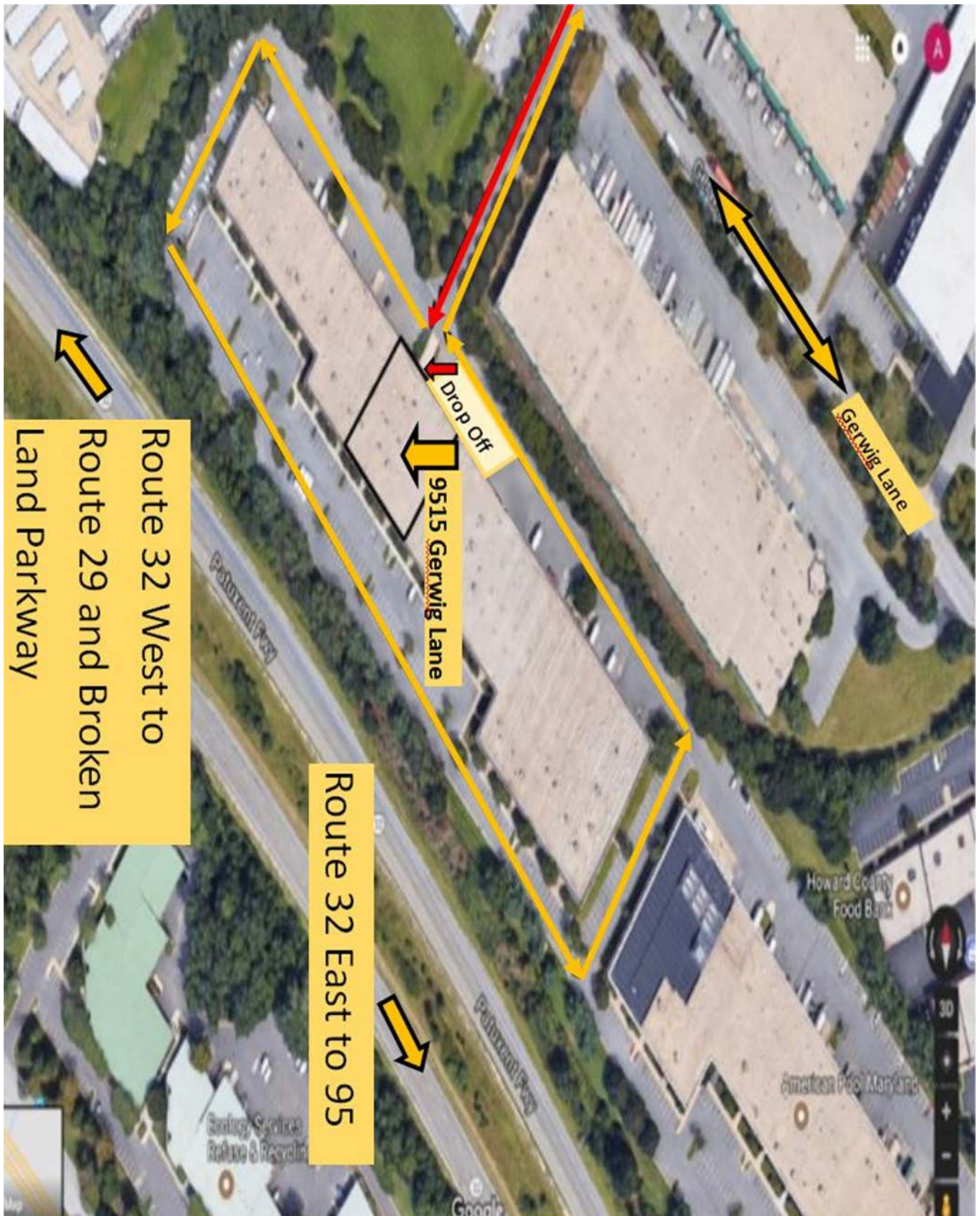
Transportation Log's *Section A: Polling Place* must be completed before leaving polling place. HCBOE Warehouse will not accept ballot transfer bin(s) without a completed Transportation Log.

3. When polling place is back to its original condition and transfer cart(s) has been packed/locked/sealed all election judges can be dismissed. Designated chief judge shall proceed to HCBOE warehouse with ballot transfer bin(s) and other critical election items outlined in # 1 above.
4. Transporting chief judge to HCBOE warehouse will be required to go back to polling place to retrieve missing ballot transfer bins. Rovers or closers will be responsible for the safe and successful delivery of memory sticks, CF cards and provisional ballot bag(s) to HCBOE main office.

# Area Map to HCBOE Warehouse



# HCBOE Warehouse Election Supply Drop Off Map



## **Chapter 15 - Forms**

Samples of forms to be completed by Election Judges

**On this page, is a list of all State Board of Elections (SBE) required forms and Howard County Board of Elections (HCBOE) forms. Samples of these forms are included in this chapter in the following order:**

**SBE Required Forms**

<b>Integrity Reports</b>	<b>Page #</b>
Electronic Pollbook Integrity Report	15.4
Scanning Unit Opening Integrity Report	15.5
Scanning Unit Closing Integrity Report	15.6
Ballot Marking Device (BMD) Integrity Report	15.7

**Regular Ballot Certificates/Forms**

Ballot Opening Certificate	15.8
Ballot Closing Certificate	15.9
Spoiled Ballot Tally Sheet	15.10

**Provisional Certificates/Forms**

Provisional Ballot Application and Instructions	15.11 – 15.15
Provisional Opening & Closing Certificate - Primary	15.16
Provisional Opening & Closing Certificate - General	15.17
Provisional Ballot Tally Sheet – Primary	15.18
Provisional Ballot Tally Sheet – General	15.19
Provisional Sign-In Sheet (HCBOE Form)	15.20

**Other SBE Forms**

Affidavit for Challenger and Challenged Voter	15.21
Challenger and Watcher Certificate	15.22
Chief Judges Election Day Log	15.23
Closing Summary Report	15.24
Replacing Ballot Transfer Bin Report	15.25
Tamper Tape Security Seal Removal Report	15.26
Voter Assistance Form	15.27
Voter Update Form	15.28

## **HCBOE Forms**

Election Day Error Log – Equipment/Security Incident	15.29
Election Judge Service Form	15.30
Howard County Payroll Adjustment Report	15.31
HC Incident Report	15.32
HCBOE Election Day Issue Form	15.33
Note of Appointment of Substitute Judge	15.34
Transportation Log – Memory Cards, CF Cards and Provisional	15.35
Transportation Log – Ballot Transfer Bins	15.36
Voter Turnout Record – Binder	15.37
Voter Turnout Record – Public Posting	15.38
Voting Judge’s Error Log	15.39

**Electronic Pollbook Integrity Report**  
**2018 Gubernatorial Primary Election**

State of Maryland  
 Date: 6/26/2018

County: Howard

Dist./Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Preinct(s): 01-02

**JUDGES MUST: Complete ALL Grey Areas**

1. Opening: Print and sign the opening Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form before polls open.
2. Complete the "Opening" section.
3. During: Verify and record information if you have to remove the inner seal during the day.
4. Closing: Print and sign the Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form.
5. Complete the "Closing" section.
6. Have Chief Judges sign this form **AFTER** the polls close.

Pollbook ID Numbers	OPENING				DURING		CLOSING		
	Outer Lock # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Red Seal # (on top lid of pollbook)	Verify inner seal was intact when polls opened (initial)	If inner red seal was removed during day please record reason here. Use page back, if necessary.	New Red Seal #	2 CF Cards removed from pollbook	Reattached Original Lock # (applied to storage case at closing).	
	VERIFY ✓	VERIFY ✓	VERIFY ✓	DEM	REP	RECORD	RECORD	VERIFY ✓	RECORD
1	5391	0049780						YES	5391
2	5070	0049843						YES	5070
3	5041	0049764						YES	5041

To the best of our knowledge the information on this report is true and correct. The Electronic Pollbook CF Cards were removed at the close of the polls and packed in dear zipper bag for delivery to HCBOE by Rover/Closer.

REPUBLICAN CHIEF JUDGE

2

DEMOCRATIC CHIEF JUDGE

Revised 12/1/17

## Scanning Unit Opening Integrity Report 2018 Gubernatorial Primary Election

State of Maryland

Date: 6/26/2018

County: Howard

Dist/Prct:01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s):01-02

1. Reattach ALL locks to their original location after opening and closing.
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.
3. Post second Zero Report from each Scanning Unit for public viewing.
4. Complete ALL grey areas.

Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape or seal was removed.

Scanning Unit #	A.	B.	C.	D.	E.	F.
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)
1	5589	5589	2269	2269	B000501	B000502
	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>

Scanning Unit #	G.	H.	I.	J.	K.	L.
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count
1	2161	DS0315330483	14-51397		0	0
	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>

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

Assisting Judges: \_\_\_\_\_

\_\_\_\_\_  
Republican Chief Judge

1

\_\_\_\_\_  
Democratic Chief Judge

Revised 11/13/17

## Scanning Unit Closing Interim Report 2018 Gubernatorial Primary Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist./Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s): 01-02

- Reattach ALL locks removed during closing activities to their original location. Place removed tamper tape on back of this report.
- Remove ballot transfer bin from each scanning unit for delivery to HCOBE. Place spoiled ballot envelope within bin before sealing.
- Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.
- Complete all gray areas.

Scanning Unit #	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
1	2269	2269	5589	5589			
	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Record	Record	Record
Scanning Unit #	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log		
1	AA04012700029972	2161	14-51397				
	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓

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

Assisting Judges: \_\_\_\_\_

\_\_\_\_\_  
Republican Chief Judge

7

\_\_\_\_\_  
Democratic Chief Judge

## Ballot Marking Device (BMD) Integrity Report 2018 Gubernatorial Primary Election

State of Maryland

County: Howard

Date: 6/26/2018

District/Precinct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s): 01-02

- Attach all tamper tape removed from Ballot Marking Device (BMD(s)) during opening and closing to the back of this form.
- After powering BMDs off, memory stick removed and placed in clear zipper bag.
- All grey areas completed as needed.

**REMEMBER:** If any tamper tape is removed from Ballot Marking Device (BMD(s)) during voting hours, attach the removed tamper tape to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape was removed.

BMD Unit #	OPENING			CLOSING	
	A. BMD Serial #	B. Side compartment tamper tape # at opening	C. New side compartment tamper tape # at opening	D. Record and remove side compartment tamper tape #	E. Memory Stick Serial # Memory Stick was removed and placed in clear zipper bag
1	Verify EV0115331383	Verify ✓	Verify ✓	Record	Record
				Record	Verify ✓
					Verify AA04012700030848

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

Judge(s) Assisting at Opening:

---

Judge(s) Assisting at Closing:

---

Republican Chief Judge

4

Democratic Chief Judge

Revised 11/16/17

**Regular Ballot Certificates/Forms**

**Ballot Opening Certificate**  
**2018 Gubernatorial Primary Election**  
 County: Howard  
 Dist./Prct: 02-02 ELLICOTT MILLS MIDDLE SCH-CAFETERIA

State of Maryland  
 Date: 6/26/2018

Combined District/Precinct(s): NONE

- OPENING INSTRUCTIONS**
1. Place ALL tamper tape removed after opening cart(s) on the back of this form.
  2. Place ALL removed ballot transfer bin seals in green zipper bag.
  3. INITIAL in last column to show confirmation that all tamper tape and seals were intact before their removal from equipment and that all seals, ballot style(s), UNVOTED ballots and ballot activation card counts have been verified.
  4. COMPLETE ALL GREY AREAS AS NEEDED.

Ballot Transfer Bin #	REMOVED Front Ballot Transfer Bin Seal #	REMOVED Rear Ballot Transfer Bin Seal #	Ballot Styles	Quantity of Each UNVOTED Ballot Style at Opening	Added Ballots After Opening	Chief Judge Initials
Verify	Verify	Verify	Verify	Verify	Record	REP/DEM
1	66666666	66666666	DEM Activation Card BAC	50 1900		/
2	55555555	55555555	REP NON	1000 500		/
<b>TOTAL UNVOTED BALLOTS AND ACTIVATION CARDS =</b>				<b>3450</b>		

Before Opening the Polls: Locked and sealed ballot transfer bins were secured on the following transfer carts:

Cart #	Seal #	Verify
16	44444444	✓
17	44444444	✓

To the best of our knowledge, the information on this form is true and correct. Sign when opening is completed.  
 Assisting Judges: \_\_\_\_\_

Republican Chief Judge \_\_\_\_\_

3

Democratic Chief Judge \_\_\_\_\_

Revised 11/1/17

# Ballot Closing Certificate

## 2018 Gubernatorial Primary Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prec: 01-10 HOWARD HIGH SCHOOL-GYM

Combined District/Precinct(s): 02-04, 06-10

**INSTRUCTIONS AFTER POLLS CLOSE:**

1. Count and record the number of unvoted and spoiled ballots for each ballot style and Ballot Activation Cards (BACs).
2. Record the column totals for unvoted and spoiled ballots.
3. COMPLETE ALL GREY AREAS AS NEEDED FOR EACH TABLE.

Ballot Styles	BAC	Number of Unvoted Paper Ballots and BACs	Number of Spoiled Paper Ballots and BACs
		Record	Record
Activation Card	BAC		
DEM	1		
DEM	2		
DEM	3		
REP	1		
REP	2		
REP	3		
NON	1		
NON	2		
NON	3		
<b>COLUMN TOTALS:</b>		=	=

**After Poll Closing:** All unvoted ballots and ballot activation cards were accounted for and packed in white unused ballot container. White ballot container(s) has been stored in main ballot compartment of scanning unit(s). Transfer cart(s) are locked and sealed as indicated below:

Cart #	Record Cart Seal #	Cart Locked	✓	Judge Initials
9		YES		/
19		YES		/
86		YES		/

To the best of our knowledge, the information on this form is true and correct. Sign when closing is completed.

Assisting Judges: \_\_\_\_\_

\_\_\_\_\_  
Republican Chief Judge

\_\_\_\_\_  
Democratic Chief Judge

## Spoiled Ballot Tally Sheet

### 2018 Gubernatorial Primary Election

State of Maryland 

County: Howard

Date: 6/26/2018

Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

1. Use tally marks to keep track of the number of spoiled ballot activation cards (BACs) and spoiled ballots throughout the day.  
Ex. *||||* = 4     *|||| |||| ||* = 12
2. After the polls close, complete the totals and initial columns.
3. Complete ALL grey areas as needed.

Ballot Style	Tally Marks for Spoiled Ballots and BACs	Total Number of Spoiled Ballots and BACs
<b>Activation Card</b> <b>BAC</b>		
<b>DEM</b> <b>1</b>		
<b>DEM</b> <b>2</b>		
<b>REP</b> <b>1</b>		
<b>REP</b> <b>2</b>		
<b>NON</b> <b>1</b>		
<b>NON</b> <b>2</b>		

		Totals at Closing
Total Spoiled Ballot Activation Cards (BACs) Total (A)		
Total Spoiled Ballots	Total (B)	
Grand Total (A+B)		

Give completed form to the Chief Judges:



Republican Chief Judge



Democratic Chief Judge

### Overview

Provisional voting lets someone who thinks that he or she is an eligible voter to vote. A local board of elections will count a provisional ballot if the provisional voter is registered and eligible to vote in Maryland. Provisional ballots are counted even if they will not change the outcome of an election.

### Why am I voting a provisional ballot?

- *You are not listed on the precinct register.* This usually happens if you are not registered to vote or you moved and did not update your voter registration.
- *You did not provide ID.* You must show ID because you are voting for the first time in Maryland and have not yet met the ID requirements. You must provide ID to your local board of elections before 10 am on the 2nd Wednesday after election day. You must submit:
  - A copy of a current and valid Maryland driver's license or MVA-issued ID card, student, employee, or military ID, U.S. passport; or
  - A copy of a current utility bill, bank statement, government check, paycheck, or other government document with **your** name and current address (the same address you provided on your provisional ballot application). Current means that the document is dated within 3 months of the election.
- *You wanted to register to vote during early voting, but we had not yet determined if you are eligible to vote.* Your ballot will count if you meet all of the eligibility requirements.
- *You did not prove where you live.* You must prove where you live if you want to register to vote during early voting. You must prove where you live to your local board of elections before 10 am on the 2nd Wednesday after election day. You must submit:
  - A copy of your current and valid Maryland driver's license or MVA ID card; or
  - A copy of a current utility bill, bank statement, government check, paycheck, or other government document with **your** name and current address. This address must match the one on your provisional ballot application, and the document must be dated within 3 months of the election.
- *Your voter registration is not complete because you did not provide an ID number on your voter registration application or we could not verify the number you provided.* To complete your registration, take or submit your ID or ID number to your local board of elections before 10 am on the 2nd Wednesday after election day. Your local board of elections will verify your number with the MVA or Social Security Administration. Acceptable forms of ID are listed above.
- *You are not eligible to vote a regular ballot because either:*
  - You moved more than 21 days before election day, did not notify election officials, and showed up to vote at the polling place for your prior address.
  - The precinct register shows that you already received an absentee ballot for this election or have already voted. If you have not already voted, your provisional ballot will be counted. Voting or trying to vote more than once is against the law, and if you do this, you will be referred to law enforcement agencies for further investigation.
- *Your right to vote was challenged and you did not show ID.* Your provisional ballot will count if your local board of elections determines that you are the person you say you are. You may wish to contact your local board of elections and provide ID.

### How do I vote by provisional ballot?

Follow the instructions on the back side of this page. If you have any questions, ask an election judge.

### Will my provisional ballot count?

Provisional ballots are counted even if they will not change the outcome of an election. Counting starts on the 2nd Wednesday after the election. Your ballot will be counted at that time if you are a registered voter, were eligible to vote by provisional ballot, and met any other applicable requirements (see above).

For some voters, only part of the provisional ballot will count. This may happen if you either voted in the wrong county during early voting or at the wrong polling place on election day. Only those contests or ballot questions that appear on the ballot where you live will count.

**Tear off and keep this page. Do not remove any other pages.**

2/2016

### **Can someone help me vote?**

Yes, if you have a disability or are unable to write or read. Anyone can help you except: a candidate whose name is on your ballot, your employer or agent of your employer, an officer or agent of your union, or an accredited challenger or watcher. You may also have two election judges help you. Your helper can fill out the application, sign it for you if you cannot sign, and vote the ballot according to your instructions. Your helper cannot try to influence you and must sign the Voter Assistance Form provided by an election judge.

### **How do I fill out the application?**

Complete Part 1.

We use this information to confirm that you are registered to vote and update any information that has changed. If you are not registered to vote, we use this information to register you for future elections. Please follow the specific instructions below:

- #6: Complete the appropriate box.
  - #6a: If you have a current, valid Maryland driver's license or MVA-issued ID card, write the number in #6a and go to #7. If you do not have a current, valid Maryland driver's license or MVA-issued ID card, go to #6b.
  - #6b: If you have a Social Security number, write the last 4 digits of your Social Security number in #6b and go to #7. If you do not have a Social Security number, go to #6c. Election Law Art., § 3-202 allows election officials to ask for the last 4 digits of your Social Security number. We will only use the number for registration and other administrative purposes, and it will be kept confidential.
  - #6c: If you do not have a current, valid Maryland driver's license, MVA-issued ID card, or Social Security number, check the box in #6c and go to #7.
- #9: If you want to change your political party, check your new party. If this is a primary election, you cannot vote today in your new party's primary election. We will change your party after this election, and the change will be in effect for future elections.

Complete Part 2.

Check whether this is a primary or general election. If it is a primary election, check your current political party. If you check a party other than your current political party, your ballot will not count.

Complete Part 3.

You must sign this form, or your ballot will not count. Give this form to the election judge, and you will receive a ballot.

### **How do I vote the ballot?**

Follow the instructions the election judge gave you.

- If an election judge gives you a pen, use this pen. Marks by other pens or pencils may not be accurately counted.
- If you mark your ballot by hand, do not erase or cross out something you have written on your ballot. Ask the election judge for another ballot.
- Do not vote for more candidates than the number listed above each contest. You may vote for less than this number but not more.
- In a general election, you can cast a write-in vote. To cast a write-in vote: (1) find the designated space for write-in votes in the contest where you want to cast a write-in vote; (2) write the first and last name or at least the initial of the first name and full last name of the person for whom you wish to vote, and (3) completely fill in the oval to the left of the name you have written.
- Do not make any other marks on the ballot.

### **What do I do next?**

After you vote your ballot, put the ballot inside the envelope (behind the application) and seal the envelope. Put your application (with voted ballot inside) where the election judge told you to put it.

### **Will my votes be secret?**

Yes. Your ballot will stay sealed in the envelope until your local board of elections has reviewed your application. If your local board concludes that your ballot should be counted, your ballot will be removed and immediately separated from your application so that your votes will be kept secret.

### **Can I find out if my ballot was counted?**

Yes. Visit [www.elections.maryland.gov](http://www.elections.maryland.gov) or call 1-800-222-8683. This information is available 10 days after the election.

**[www.elections.maryland.gov](http://www.elections.maryland.gov)**

**1-800-222-8683**

**Part 1 - Voter Information**

<b>1</b>	Are you at least 16 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If you answer NO to either question, do not complete this form.</b>							
<b>2</b>	Check boxes that apply and complete Items 3-10. <input type="checkbox"/> New Registration <input type="checkbox"/> Name Change <input type="checkbox"/> Party Affiliation Change <input type="checkbox"/> Address Change							
<b>3</b>	Last Name		First Name			Middle		Suffix
<b>4</b>	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		<b>5</b>	Month		Date	Year	
				Birth Date:				
<b>6a</b>	<b>MARYLAND</b> Driver's License or MVA ID Number <b>MANDATORY</b> (if you have neither see instructions)							
<b>6b</b>	Social Security Number (last 4 digits)			<b>6c</b>	<input type="checkbox"/> Check here if you do not have either a current, valid Maryland driver's license / MVA ID card or a Social Security Number			
<b>7</b>	Maryland Residence Address:	Street Number	Street Name		Apt. No.	City or Town	Zip Code	County
<input type="checkbox"/> Check here if you reside in Baltimore City.								
<b>8</b>	Mailing Address (if different from Item 7)							
<b>9</b>	Party (check one): <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Green Party <input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other - Specify _____							
<b>10</b>	<b>CONTACT INFORMATION</b>							
Daytime Phone:				Email (optional):				

**Part 2 - Ballot Information**

<b>1</b>	<b>Pick the election:</b> <input type="checkbox"/> Primary Election <input type="checkbox"/> General Election							
<b>2</b>	<b>If this is a primary election, pick the ballot you want to vote.</b> • Your ballot should match the party you selected in Part 1. If you pick a ballot for another party, your ballot will be rejected. • If you select "Unaffiliated or Other," your ballot will only have non-partisan offices (for example, school board). <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Unaffiliated or Other							

**Part 3 - Signature**

Under penalty of perjury, I hereby swear or affirm that: I am a U.S. citizen; I am a Maryland resident; I am at least 16 years old; I have not been convicted of buying or selling votes; I have not been convicted of a felony, or if I have, I have completed serving a court-ordered sentence of imprisonment. The information in this application is true to the best of my knowledge, information and belief.

I hereby swear or affirm that I have not voted and will vote only this provisional ballot in the current election in Maryland or in any other state; and I am a registered voter in Maryland and eligible to vote in this election.

**X** \_\_\_\_\_  
Signature (required) \_\_\_\_\_  
Date

**DO NOT DETACH**

INSERT BALLOT IN ENVELOPE

**Part 1 - Voter Information**

<b>1</b>	Are you at least 16 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If you answer NO to either question, do not complete this form.</b>						
<b>2</b>	Check boxes that apply and complete Items 3–10. <input type="checkbox"/> New Registration <input type="checkbox"/> Name Change <input type="checkbox"/> Party Affiliation Change <input type="checkbox"/> Address Change						
<b>3</b>	Last Name		First Name		Middle	Suffix	
<b>4</b>	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		<b>5</b>	Birth Date:		Month	Date
<b>6a</b>	MARYLAND Driver's License or MVA ID Number <b>MANDATORY</b> (if you have neither see instructions)						
<b>6b</b>	Social Security Number (last 4 digits)		<b>6c</b>	<input type="checkbox"/> Check here if you do not have either a current, valid Maryland driver's license / MVA ID card or a Social Security Number			
<b>7</b>	Maryland Residence Address:	Street Number	Street Name	Apt. No.	City or Town	Zip Code	County
							<input type="checkbox"/> Check here if you reside in Baltimore City.
<b>8</b>	Mailing Address (if different from Item 7)						
<b>9</b>	Party (check one): <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Green Party <input type="checkbox"/> Unaffiliated (Independent of any party) <input type="checkbox"/> Other – Specify _____						
<b>10</b>	<b>CONTACT INFORMATION</b>						
Daytime Phone:				Email (optional):			

**Part 2 - Ballot Information**

<b>1</b>	Pick the election: <input type="checkbox"/> Primary Election <input type="checkbox"/> General Election						
<b>2</b>	<p><b>If this is a primary election, pick the ballot you want to vote.</b></p> <ul style="list-style-type: none"> <li>Your ballot should match the party you selected in Part 1. If you pick a ballot for another party, your ballot will be rejected.</li> <li>If you select "Unaffiliated or Other," your ballot will only have non-partisan offices (for example, school board).</li> </ul> <p><input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Unaffiliated or Other</p>						

**Part 3 - Signature**

Under penalty of perjury, I hereby swear or affirm that: I am a U.S. citizen; I am a Maryland resident; I am at least 16 years old; I have not been convicted of buying or selling votes; I have not been convicted of a felony, or if I have, I have completed serving a court-ordered sentence of imprisonment. The information in this application is true to the best of my knowledge, information and belief.

I hereby swear or affirm that I have not voted and will vote only this provisional ballot in the current election in Maryland or in any other state; and I am a registered voter in Maryland and eligible to vote in this election.

**X** \_\_\_\_\_ Date \_\_\_\_\_  
Signature (required)

**DO NOT DETACH**

## For Official Use Only

### Election Judge

✓ Check all boxes that apply.

A provisional ballot application was issued because the voter was:

- 1. Not listed on the precinct register
- 2. Listed on the precinct register but indicated a change of address
- 3. Listed but claims to have a different party affiliation (primary election only)
- 4. Listed as an absentee voter or as having already voted
- 5. Listed as "Active" or "Inactive" & "Show ID" & unable to provide acceptable ID
- 6. Listed as "pending" & "Show ID"

Was acceptable ID presented?  Yes  No

If yes, record the type of ID presented.

- Photo ID - Address on the photo ID does not need to match the address in #7.
  - Maryland Driver's License or MVA ID Card - Verify that DL or ID number is printed in #3a.
  - Other-Photo ID - specify \_\_\_\_\_
- Non-Photo ID - Must be dated within the last 3 months and have the same name and address as listed in #3 and #7.
  - Utility Bill  Pay Check  Bank Statement  Government Check
  - Other government document - specify \_\_\_\_\_
- 7. Listed as "pending" & "Need DL#/SSN#" (See instructions for #6.)
- 8. Identity challenged & cannot provide acceptable form of ID
- 9. Other (explain): \_\_\_\_\_
- 10. Voted during extended hours
- 11. Not prequalified for same day registration (early voting only)
- 12. No proof of residency for same day registration (early voting only)

District/Precinct or  
Early Voting Center

Ballot Style Issued

Election Judge

Initials

Date

### Election Director

1. Is the voter registered?  Yes  No (if yes, answer a - c.)
  - a. County/City \_\_\_\_\_ b. Precinct \_\_\_\_\_ c. Reg Date \_\_\_\_\_
  - d. Was the person prequalified?  Yes  No
  - e. Is the voter eligible to vote in this election?  Yes  No
2. Party Affiliation:  Democrat  Republican  Other \_\_\_\_\_
3. If ID or a DL# or SS# was required, was it timely received?  Yes  No (if yes, answer a-c.)
  - a. Type of ID: \_\_\_\_\_
  - b. Did the ID satisfy the ID requirement?  Yes  No
  - c. If a DL# or SS# was required, was the number verified?  Yes  No
4. Recommended Action:  Accept in Full  Accept in Part  Reject - Rejection Code: \_\_\_\_\_
  - a. Document proving residence: \_\_\_\_\_
  - b. Did the document satisfy the proof of residency requirement?  Yes  No
5. Recommended Action:  Accept in Full  Accept in Part  Reject - Rejection Code: \_\_\_\_\_

Ballot Style Voted: \_\_\_\_\_  
Ballot Style Required: \_\_\_\_\_

### Board Action

Accept in Full  Accept in Part  Reject - Rejection Code: \_\_\_\_\_

### Rejection Codes

1. Applicant is not registered to vote.
2. Applicant returned a voted absentee ballot or already voted.
3. Applicant voted the wrong primary ballot.
4. No signature on application.
5. Applicant not eligible to receive a provisional ballot.
6. ID or DL# or SS# was not timely received.
7. Incomplete information was provided on the application.
8. DL# or SS# was received but was not verified.
9. ID was received but did not satisfy the ID requirements.
10. No provisional ballot or more than one provisional ballot in envelope.
11. No evidence to support alleged voting unit malfunction.
12. Identity challenge was upheld.
13. Order extending voting hours was invalidated.
14. Identifying mark on the ballot.
15. Applicant is not 18 years old by the general election
16. Proof of residency was not timely received.
17. Proof of residency was timely received but did not satisfy the ID requirements.

**Provisional Opening & Closing Certificate  
2018 Gubernatorial Primary Election**

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

**OPENING**

Complete ALL Grey Areas

		Verify ✓
1.	Verify seal number on orange provisional bag is: <span style="float: right;"><u>525901</u></span>	
2.	After opening activities, verify orange provisional bag is empty and locked.	

**CLOSING**

VOTER AUTHORITY CARDS (VACs)	
Provisional Ballot Tally Sheet Numbers	Party Totals
VAC Democrat Total	
VAC Republican Total	
VAC All Others/UNA Total	
Blank or No VAC Total	
<b>TOTAL (A)</b>	

PROVISIONAL BALLOTS	
Provisional Ballot Tally Sheet Numbers	Party Totals
Provisional Ballot Democrat Total	
Provisional Ballot Republican Total	
Provisional Ballot Others/UNA Total	
<b>TOTAL (B)</b>	

Note: TOTAL (A) and TOTAL (B) should be equal.

Provided Yellow Return Seal: <u>525902</u>

Record yellow return, seal # placed on orange provisional bag at closing:

To the best of our knowledge, the information on this form is true and correct:

Provisional Judge

Republican Chief Judge

Democrat Chief Judge

# Provisional Opening & Closing Certificate

## 2018 Gubernatorial General Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

### OPENING

Complete ALL Grey Areas

Verify ✓

1.	Verify seal number on orange provisional bag is: <span style="float: right;"><u>525901</u></span>	
2.	After opening activities, verify orange provisional bag is empty and locked.	

### CLOSING

#### VOTER AUTHORITY CARDS (VACs)

Provisional Ballot Tally Sheet Numbers	Party Totals
VAC Total	
Blank or No VAC Total	
<b>TOTAL (A)</b>	

#### PROVISIONAL BALLOTS

Provisional Ballot Tally Sheet Numbers	Party Totals
Provisional Ballot Total	
<b>TOTAL (B)</b>	

Note: TOTAL (A) and TOTAL (B) should be equal.

**Provided Yellow  
Return Seal:  
525902**

Record yellow return, seal # placed on orange provisional bag at closing:

To the best of our knowledge, the information on this form is true and correct:

Provisional Judge

Republican Chief Judge

Democrat Chief Judge

## Provisional Ballot Tally Sheet 2018 Gubernatorial Primary Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prec.: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

### VOTER AUTHORITY CARDS (VACS)

1. Keep a tally of provisional voters by their registered party. (Ex. //// = 4    |||| |||| || = 12)
2. A voter not listed in the electronic pollbook (No VAC) is tallied as the party requested by the voter.
3. Complete ALL grey areas as needed

Party	VAC Tally	Totals
Democrat		
Republican		
Other/UNA		
Blank or No VAC		
<b>TOTAL (A)</b>		

### PROVISIONAL BALLOTS

1. Keep a tally of provisional ballots issued by party. (Ex. //// = 4    |||| |||| || = 12)
2. Spoiled ballots are accounted for at Ballot Issuance Table.
3. Complete ALL grey areas as needed.

Party	Provisional Ballot Tally	Totals
Democrat		
Republican		
Other/UNA		
<b>TOTAL (B)</b>		

Note: TOTAL (A) and TOTAL (B) should be equal.

Provisional Judge Signature

## Provisional Ballot Tally Sheet

### 2018 Gubernatorial General Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist./Prec.: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

#### VOTER AUTHORITY CARDS (VACS)

1. Keep a tally of provisional voters with or without a VAC. (Ex: //// = 4     ////// = 12)
2. A voter not listed in the electronic pollbook (No VAC) is tallied in second row.
3. Complete ALL grey areas as needed

VAC Type	VAC Tally	Totals
Regular Provisional VAC		
Blank or No VAC		
<b>TOTAL (A)</b>		

#### PROVISIONAL BALLOTS


1. Keep a tally of provisional ballots issued to each voter. (Ex: //// = 4     ////// = 12)
2. Spoiled ballots are accounted for at Ballot Issuance Table.
3. Complete ALL grey areas as needed.

Issued Provisional Ballot Tally	Totals
<b>TOTAL (B)</b>	

Note: TOTAL (A) and TOTAL (B) should be equal.

Provisional Judge Signature

# Provisional Voter Sign - In Sheet

State of Maryland 

County: Howard

Date: 6/26/2018

Dist/Prct: 01-02 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Please Complete ALL Grey Areas as needed

All voters who mark a provisional ballot must print and sign name. Provisional judge must verify below that voter marked a provisional ballot and completed a ballot application. Ballot within sealed and completed application must be placed in provisional ballot bag .

Voter ID Located on VAC	Voter Name (Please Print)	Voter Signature	Voted Provisionally	
			Yes √	No √
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

# Other SBE Forms

01-01  
ELKRIDGE LANDING MIDDLE SCH  
CAFETERIA

Please Complete All Shaded Area

State of Maryland

## Affidavit for Challenger and Challenged Voter

Under § 10-312 of the Election Law Article, an individual may challenge another individual's right to vote on the basis of the individual's identity. If the challenged voter is unable to present one of the required forms of identification, the challenger must complete Part I of this form, and the challenged voter must complete Part II. A chief judge must witness the challenger and the challenged voter signing the affidavit and may provide additional information in Part III.

### Part I: Affidavit by Challenger

Name of Challenger: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Voter whose identity is being challenged: \_\_\_\_\_

Why do you believe that the voter named above is not whom he or she claims to be? Be specific.:  
\_\_\_\_\_  
\_\_\_\_\_

I do solemnly swear or affirm under penalties of perjury that the information provided in this affidavit is true.

\_\_\_\_\_  
Signature of Challenger

\_\_\_\_\_  
Date

Witnessed by: \_\_\_\_\_

\_\_\_\_\_  
Name of Chief Judge (please print)

\_\_\_\_\_  
Signature of Chief Judge

### Part II: Affidavit of Challenged Voter

Name of Voter: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Provide any information that would help the local board of canvassers in making a determination about this challenge:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I do solemnly swear or affirm under penalties of perjury that I am the voter whose name appears above.

\_\_\_\_\_  
Signature of Voter

\_\_\_\_\_  
Date

Witnessed by: \_\_\_\_\_

\_\_\_\_\_  
Name of Chief Judge (please print)

\_\_\_\_\_  
Signature of Chief Judge

**Part III: Chief Judge Section Only** -If you have any information that would be helpful to the local board of canvassers in making a determination about this challenge, please provide in the space below.  
\_\_\_\_\_  
\_\_\_\_\_

# State of Maryland

## Challenger & Watcher Certificate

### Part I – Instructions and Information

**Instructions to Designating Candidate or Entity:** You may designate a Maryland registered voter as a challenger and watcher if you are: (a) a candidate; (b) a political party; or (c) any other group of voters supporting or opposing a candidate, principle, or proposition on the ballot. *(To be eligible, the group of voters must form a political committee under section 13-207 of the Election Law Article.)*

Before designating any individuals, please read the State Board of Elections' *Instructions and Information for Challengers, Watchers, and Other Election Observers* (available at [www.elections.state.md.us/get\\_involved/index.html](http://www.elections.state.md.us/get_involved/index.html)). Please provide the State Board's instructions to any individual you designated as a challenger and watcher.

**Instructions to Challenger and Watcher:** Please read the State Board of Elections' *Instructions and Information for Challengers, Watchers, and Other Election Observers* (available from your designating candidate or entity or at the website listed above). You must have this certificate when you are acting as a challenger or watcher; you will not be permitted to remain in the voting area without a signed certificate. Give an extra copy of this signed certificate to the election judges when you arrive at an early voting center or polling place.

As a challenger and watcher, you have the right to:

- Enter the voting area at least (but no later than) 30 minutes before voting hours begin;
- Enter or be present in the voting area at any time during voting hours;
- Remain in the voting area until all post-voting tasks have been completed and the election judges leave the voting area;
- Maintain a list of registered voters who have cast a ballot or individuals who have cast provisional ballots;
- Enter and leave the voting area to take outside information that identifies individuals who have cast ballots; and
- Be positioned near the election judges so that you may see and hear each voter as the voter checks in to vote.

You cannot attempt to: (a) determine how a voter voted or intends to vote; (b) talk with any voter in the voting area; (c) assist any voter in voting; (d) physically handle an original election document or equipment; (e) interfere with the election process or impede a voter's access to election judges; or (f) use a cell phone, laptop or other electronic equipment in a voting area.

You may be removed by an election judge if you do not follow an election judges' order or attempt a prohibited act.

### Part II – Certificate Designating Challenger and Watcher

I/We certify that \_\_\_\_\_ has designated \_\_\_\_\_, a

Name of Designating Candidate or Entity

Name of Challenger/Watcher

registered voter, to act as a challenger or watcher for the  20\_\_ Primary Election OR  20\_\_ General Election.

(check only one)

This individual will act in this capacity  on election day (complete Part A) and/or  during early voting (complete Part B).

(check all that apply)

Part A: I/We designate this individual as a Challenger or Watcher for the following precinct(s) on election day:

District/Precinct or Ward/Precinct	Name of County or Baltimore City

Part B: I/We designate this individual as a Challenger or Watcher on the following days and at the following early voting locations:

Early Voting Dates	Name of Early Voting Center	Name of County or Baltimore City

\_\_\_\_\_  
Signature of Designating Candidate or Officer of Designating Entity

\_\_\_\_\_  
Office Sought by Candidate

\_\_\_\_\_  
Date



**Closing Summary Report  
2018 Gubernatorial Primary Election**

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Predinct(s): 01-02

Complete ALL Grey Areas

**BALLOTS ISSUED from Electronic Pollbook Counts Report**

1. Regular Ballots Issued Net Regular Issued	
2. Provisional Ballots Issued Net Provisional Issued	
3. TOTAL BALLOTS ISSUED (1+2)	

**BALLOTS CAST**

4. Regular Ballots Cast from ALL scanning units from public count on Scanning Unit Closing Integrity	
5. Provisional Ballots Cast from Provisional Opening and Closing Certificate (Total (B))	
6. TOTAL BALLOTS CAST (4+5)	

**SPOILED BALLOTS**

7. Total Spoiled Ballots and Ballot Activation Cards from Ballot Closing Certificate (Grand Total)	
---	--

**BALLOTS USED**

8. TOTAL BALLOTS USED (6+7)	
-----------------------------	--

**VOTER AUTHORITY CARDS (VACs)**

9. Total VACs from ALL Scanning Unit(s) from Scanning Unit Closing Integrity Rpt	
10. Total Provisional VACs from Provisional Ballot Opening & Closing Certificate	
11. TOTAL VACs (9+ 10)	

**CANCELLED Voter Authority Cards (VACs)**

12. Total Cancelled VACs from Cancelled VAC Envelope	
---	--

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

\_\_\_\_\_

REPUBLICAN CHIEF JUDGE SIGNATURE

\_\_\_\_\_

DEMOCRATIC CHIEF JUDGE SIGNATURE

**Replacing Ballot Transfer Bin Report  
2018 Gubernatorial Primary Election**

State of Maryland

Date: 6/26/2018

County: Howard  
Dist./Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s): 01-02

If a ballot transfer bin reaches 1,700 ballot pages (per the Public Count on scanning unit) or as directed by Rover:

1. Complete ALL grey areas for each ballot transfer bin replacement event.
2. Follow procedures in Removing and Replacing Ballot Transfer Bin During Voting Hours.
3. Reattach any locks removed to their original location.

Scanning Unit Number Record	Removed Lock Number from Main Ballot Box Record	Time of Change Record	Number on Public Count from Scanning Unit Record	Replaced Main Ballot Box Lock Number Record	Seal Numbers placed on Ballot Transfer Bin Record	Initials of both Chief Judges	
						Rep	Dem
		:					
		:					
		:					
		:					
		:					
		:					
		:					
		:					
		:					
		:					

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

\_\_\_\_\_  
Republican Chief Judge

\_\_\_\_\_  
Democratic Chief Judge



**Instructions:** Use this form if a voter **has a disability or is unable to read or write English AND requests assistance with voting or completing a provisional ballot application.** Assistance is limited to: (1) reading the voter instructions, ballot content, or the provisional ballot application; and (2) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter.

**Part I – Completed by Election Judge**

Printed Name of Voter: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The voter named above has requested assistance in voting and is being assisted by:

- A person designated by the voter (Go to Part II) or  Two election judges (Go to Part III)

**Part II – Completed by Person Designated by Voter**

Printed Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I affirm that:

1. I am not the voter’s employer or agent of the voter’s employer;
2. I am not an officer or agent of the voter’s union;
3. I have not been appointed as a challenger or watcher for this election;
4. For a voter casting a provisional ballot, I am not a candidate who is on the voter’s ballot;
5. The named voter asked me to assist with marking or casting the ballot or in completing a provisional ballot application;
6. I will assist the voter only by: (a) reading the voter the instructions, ballot content, or the provisional ballot application; or (b) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter; and
7. I will not attempt to influence or suggest in any way how the voter should vote in any contest or question.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part III – Completed by Election Judges Assisting Voter**

\_\_\_\_\_  
Signature – Election Judge

\_\_\_\_\_  
Party Affiliation

\_\_\_\_\_  
Signature – Election Judge

\_\_\_\_\_  
Party Affiliation

# State of Maryland – Voter Update Form

Note: Have the voter fill out the applicable section and sign and date at the bottom.

Election Judges fill in this section:

<b>Voter Information</b>	Voter ID # _____	Last Name _____	First Name _____	Middle Name _____	Date of Birth _____
--------------------------	------------------	-----------------	------------------	-------------------	---------------------

<b>Change of Address</b>	<input type="checkbox"/> Check here if you moved within 21 days of the election. Provide your new address below: Residence Address: _____ Mailing Address (if different): _____ City, State ZIP: _____ Telephone Number: (Day) _____ (Evening) _____ <b>NOTE:</b> If you moved more than 21 days before election day, you have two choices: Go to an early voting center in your county or your new precinct on election day, <b>OR</b> vote a provisional ballot here. If you vote a provisional ballot here, only those contests for which you are eligible to vote will be counted.
--------------------------	--

<b>Change of Name/Date of Birth</b>	Last Name _____ First Name _____ Middle Name _____ Date of Birth _____
-------------------------------------	--

<b>Change of Party Affiliation</b>	For future elections, I want my party affiliation to be: <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other-Specify: _____
------------------------------------	---

<b>Identification Information</b>	Election Judge Use Only – ✓ Indicate the type of ID provided only if "ID required" is specified on the VAC or precinct register. Photo ID – There is no requirement that the photo ID have an address or, if there is an address, that the address match the address on the VAC or this form. Non Photo ID – The document must be current (dated within the last 3 months) and must contain the same name and address as listed on the VAC or this form. <input type="checkbox"/> Maryland Driver's License or MVA ID Card - # _____ <input type="checkbox"/> Other Photo ID – Type _____ <input type="checkbox"/> Utility Bill <input type="checkbox"/> Pay Check <input type="checkbox"/> Bank Statement <input type="checkbox"/> Government Check <input type="checkbox"/> Other Government Document – Type _____
-----------------------------------	---

<b>Death Notice</b>	I, _____, Print Name _____, confirm that the voter listed above is deceased and therefore request that the Relationship to the deceased: _____ voter's name be removed from the voter registration records.
---------------------	---

<b>Signature of Voter</b>	I affirm under penalty of perjury that the information on this form is true and correct. _____ Signature of Voter _____ Date _____
---------------------------	---



**Howard County Election Judge Proof of Service Form  
2018 Gubernatorial Primary Election**



**Dist/Prct:01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA**

**Combined District/Precinct(s): 01-02**

**Please Complete ALL Grey Areas**

**(FOR JUDGES EMPLOYED BY THE STATE OF MARYLAND AND HOWARD COUNTY GOVERNMENT)**

**NAME:** \_\_\_\_\_

**STATE/COUNTY AGENCY:** \_\_\_\_\_

**ELECTION DATE WORKED:** 2018 Gubernatorial Primary Election on 6/26/2018

**STARTING TIME:** \_\_\_\_\_

**ENDING TIME:** \_\_\_\_\_

**POLLING LOCATION**

**WORKED:** ELKRIDGE LANDING MIDDLE SCH - CAFETERIA

**DISTRICT/PRECINCT:** 01-01

**SIGNATURE OF EMPLOYEE:** \_\_\_\_\_

-----

I, \_\_\_\_\_, certify that \_\_\_\_\_

(Chief Election Judge)

(Name of Employee)

served as an Election Judge on \_\_\_\_\_ for the Election Listed above.

\_\_\_\_\_

Signature, Chief Rep. Election Judge

\_\_\_\_\_

Signature, Chief Dem. Election Judge

**\*\*\*\*\*Both Chief Election Judges and State/County Employee that is serving as an election judge must sign this form on the day of the Election. State/County Employee must take completed form and present to employer as proof of working as an election judge for this Election.\*\*\*\*\***

**EMPLOYED STATE/COUNTY JUDGE MUST KEEP  
THIS FORM AS PROOF OF WORK!!!**

**Howard County Payroll Adjustment Report  
2018 Gubernatorial Primary Election**

Please Complete ALL Grey Areas as needed

Date: 6/26/2018

Dist./Prd: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Predinct(s): 01-02

**PAYROLL SIGN-IN SHEET CORRECTIONS FOR NEW JUDGE APPOINTMENTS, JUDGE ABSENTEES, EARLY DISMISSALS, LATE ARRIVALS AND EMERGENCY LEAVE**

Chief Judge(s), please complete and print all requested information for those election judges not working a full Election Day or new judge appointments. For all new judge appointments, please complete the Note of Appointment of Substitute Judge form. All judge emergency leave must be first approved by calling Guy Mickleby at 410-313-5820.

<u>Print Judge Full Name</u>	<u>Date</u>	<u>Please Check One</u>	<u>Time In - Time Out</u>	<u>Chief Judge Initials</u>
1. [Grey Box]	<u>6/26/2018</u>	<input type="checkbox"/> New Judge Appointment <input type="checkbox"/> Late Arrival <input type="checkbox"/> Early Dismissal <input type="checkbox"/> Absent Judge <input type="checkbox"/> Emergency Leave	[Grey Box] - [Grey Box] [Grey Box] - [Grey Box] [Grey Box] - [Grey Box]	[Grey Box] [Grey Box] [Grey Box]
<b>Comments:</b>				
[Grey Box]				

2. _____	<u>6/26/2018</u>	<input type="checkbox"/> New Judge Appointment <input type="checkbox"/> Late Arrival <input type="checkbox"/> Early Dismissal <input type="checkbox"/> Absent Judge <input type="checkbox"/> Emergency Leave	Time Out - _____ Time In - _____	_____
<b>Comments:</b>				
[Grey Box]				

01-01

Combined District/Precinct(s):

01-02

ELKRIDGE LANDING MIDDLE SCH

CAFETERIA



**HOWARD COUNTY GOVERNMENT  
CITIZEN INCIDENT REPORT**

**INSTRUCTIONS:** This report is to be completed for any accident or incident involving a citizen (non-employee) which Occurs on County property. The County employee who first becomes aware of the situation should complete and sign the form. Forward the form to the Bureau of Risk Management at once. Call if serious injury or property damage is involved. (FAX 410-313-6399) (PHONE 410-313--6390)

1. Citizen's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

2. Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ AM \_\_\_\_\_ PM

3. Location of Incident (building, room, etc.) Be Specific: \_\_\_\_\_

4. Fully describe how incident occurred: \_\_\_\_\_

5. Describe injury or property damage: \_\_\_\_\_

6. Were any witnesses present? \_\_\_\_\_ If so, provide names and contact info here

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

7. What action was taken as a result of incident? (First aid, police, ambulance/parents called etc.):

8. Does citizen wish to be contacted for follow up? \_\_\_\_\_

9. Additional Comments (use back if necessary): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Phone: \_\_\_\_\_ Dept. \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Supervisor \_\_\_\_\_



**Note of Appointment of Substitute Judge  
Howard County Board of Elections  
2018 Gubernatorial Primary Election**



**01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA**

Please complete and print ALL requested information in grey areas

Date: 6/26/2018

At \_\_\_\_\_ o'clock \_\_\_\_\_ was appointed  
(Full Name)

and sworn in as a substitute judge of Election at the polling place ELKRIDGE LANDING MIDDLE SCH

CAFETERIA District/Predinct 01-01 taking the place of the absent judge

\_\_\_\_\_ because \_\_\_\_\_  
(Full Name)

and said substitute began to serve \_\_\_\_\_ o'clock and ceased to serve at \_\_\_\_\_ o'clock.

\_\_\_\_\_  
Appointed Judge Signature

\_\_\_\_\_  
Dismissed Judge Signature

\_\_\_\_\_  
Chief Judge Signature

("Judge" means any person designated as a judge of election shall include check-in, greeter, voting unit, provisional and chief judges)

**APPOINTMENT JUDGE INFORMATION - THIS SECTION MUST BE COMPLETED**

Date of Birth: \_\_\_\_\_

Street of Address: \_\_\_\_\_

City: \_\_\_\_\_, MD Zipcode: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ (For payroll purposes only)

# HCBOE MEMORY STICKS/CF CARDS/PROVISIONAL TRANSPORTATION LOG

HCBOE INITIALS: \_\_\_\_\_ DIST/PREC: \_\_\_\_\_ LOCATION: \_\_\_\_\_ CHIEF INITIALS: \_\_\_\_\_

## SECTION A: POLLING PLACE – CHIEF JUDGES

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ : \_\_\_\_\_ TRANSPORTED TO BOE PROVISIONAL BAGS: \_\_\_\_\_

ALL MEMORY STICKS AND CF CARDS  
WERE PLACED IN CLEAR ZIPPER BAG  
AND SEALED WITH SEAL #: \_\_\_\_\_

MEMORY STICKS: \_\_\_\_\_

CF CARDS: \_\_\_\_\_

**RECORD PROVISIONAL BAG SEAL NUMBER(S) BELOW:**

\_\_\_\_\_

\_\_\_\_\_  
Chief Judge Signature

\_\_\_\_\_  
Printed Name of Chief Judge

\_\_\_\_\_  
HCBOE Staff Signature



\_\_\_\_\_  
Chief Judge Signature

\_\_\_\_\_  
Printed Name of Chief Judge

\_\_\_\_\_  
Printed Name of HCBOE Staff

RECIEVED BY  
TRANSPORTING HCBOE STAFF

## SECTION B: HCBOE STAFF

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ :

**SEALED CLEAR ZIPPER BAG TO BE TRANSPORTED AND RECEIVED AT BOARD OF ELECTION:**

CLEAR ZIPPER BAG SEAL NUMBER: \_\_\_\_\_ NUMBER OF: \_\_\_\_\_

MEMORY STICKS \_\_\_\_\_ CF CARDS \_\_\_\_\_ PROVISIONAL BAGS \_\_\_\_\_

**RECORD PROVISIONAL BAG SEAL NUMBER(S) BELOW:**

\_\_\_\_\_

**RELEASED BY TRANSPORTING  
HCBOE STAFF TO:**

\_\_\_\_\_  
HCBOE STAFF Signature

\_\_\_\_\_  
Printed Name of HCBOE STAFF

**THIS SECTION  
MUST BE  
COMPLETED BY  
HCBOE  
ROVER/STAFF AT  
TIME OF DELIVERY**

**RECEIVED BY HCBOE REP:**

\_\_\_\_\_  
HCBOE Office Rep. Signature

\_\_\_\_\_  
Printed Name of HCBOE Rep.

# HCBOE BALLOT TRANSFER BIN TRANSPORTATION LOG

HCBOE INITIALS: \_\_\_\_\_ DIST/PREC: \_\_\_\_\_ LOCATION: \_\_\_\_\_ CHIEF INITIALS: \_\_\_\_\_

SECTION A: POLLING PLACE		
DATE: _____	TIME: _____ : _____	TRANSPORTED TO HCBOE NO. OF BALLOT TRANSFER BINS: _____
<b>RECORD SEAL NO.'S FOR EACH BALLOT TRANSFER BIN:</b>		
BIN #1 FRONT SEAL #: _____	BIN #2 FRONT SEAL #: _____	BIN #3 FRONT SEAL #: _____
BIN #1 BACK SEAL #: _____	BIN #2 BACK SEAL #: _____	BIN #3 BACK SEAL #: _____
Chief Judge Signature	SHADED BOXES MUST BE COMPLETED BY CHIEF JUDGES AND TRANSPORTING JUDGE	Chief Judge Signature
Printed Name of Chief Judge		Printed Name of Chief Judge
<b>SEALED BALLOT TRANSFER BINS TRANSPORTED TO HCBOE BY:</b>		
Transporting Judge Signature		Printed Name of Transporting Judge

SECTION B: HCBOE		
DATE: _____	TIME: _____ : _____	RECEIVED BY HCBOE STAFF NO. OF BALLOT TRANSFER BINS: _____
<b>RECORD SEAL NO.'S FOR EACH BALLOT TRANSFER BIN RECEIVED:</b>		
BIN #1 FRONT SEAL #: _____	BIN #2 FRONT SEAL #: _____	BIN #3 FRONT SEAL #: _____
BIN #1 BACK SEAL #: _____	BIN #2 BACK SEAL #: _____	BIN #3 BACK SEAL #: _____
Transporting Judge Signature	SECTION B MUST BE COMPLETED BY HCBOE STAFF AND SIGNED BY RELEASING TRANSPORTING JUDGE	HCBOE Staff Signature
Print Name of Transporting Judge		Printed Name of HCBOE Staff

WHITE COPY-HCBOE    YELLOW COPY-HCBOE    PINK COPY-TRANSPORTING JUDGE    GOLD COPY- PRECINCT CHIEF JUDGE

# Voter Turnout Record - Chief Judges' Report

## 2018 Gubernatorial Primary Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s): 01-02

**INSTRUCTIONS:**

1. RECORD the total number of voter authority cards, scanning unit(s) public count totals and pollbook totals at the incremented times. These totals should balance. If totals do not balance try to determine reason for discrepancy.
2. Obtain pollbook counts by printing Voter Counts report from any pollbook.
3. MAKE A NOTATION in Chief Judges' Election Day Log as to your findings; i.e. balancing, discrepancies and reasons.
4. CALL the Election Office with pollbook counts at 11:00 AM and 4:00 PM.
5. Keep this report in Chief Judges' Binder - this report should be the same as one posted for public viewing.
6. DO NOT include provisional totals from pollbooks when making your recordings.
7. COMPLETE ALL GREY AREAS.

Scanning Unit #'s	SCANNING UNIT(S) AND VAC COUNTS					
	TIME		TIME		TIME	
	11:00 AM		4:00 PM		POLL CLOSING	
	Scanning Unit Public Count	VAC Count	Scanning Unit Public Count	VAC Count	Scanning Unit Public Count	VAC Count
<b>1</b>						
<b>TOTALS</b>						

Check-In Tables	ELECTRONIC POLLBOOK COUNTS		
	TIME	TIME	TIME
	11:00 AM	4:00 PM	POLL CLOSING
<b>TOTALS</b>			

\*DO NOT include provisional counts in your pollbook recordings

POLL CLOSING			
PRECINCT FINAL TOTALS	SCANNING UNIT(S) COUNT	VAC COUNT	POLLBOOK COUNT

**Voter Turnout Record - Public Posting**  
**2018 Gubernatorial Primary Election**

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s): 01-02

**INSTRUCTIONS:**

1. RECORD the total number of voter authority cards, scanning unit(s) public count totals and pollbook totals at the incremented times. These totals should balance. If totals do not balance try to determine reason for discrepancy.
2. Obtain pollbook counts by printing Voter Counts report from any pollbook. Print two copies of Voter Counts report at each of the below incremented times. One is posted with this report and one attached to Chief Judge's copy in blue binder.
3. MAKE A NOTATION in Chief Judges' Election Day Log as to your findings; i.e. balancing, discrepancies and reasons.
4. CALL the Election Office with pollbook counts at 11:00 AM and 4:00 PM.
5. Post this report for public viewing.
6. DO NOT include provisional totals from pollbooks when making your recordings.
7. COMPLETE ALL GREY AREAS.

Scanning Unit #'s	SCANNING UNIT(S) AND VAC COUNTS					
	TIME		TIME		TIME	
	11:00 AM		4:00 PM		POLL CLOSING	
	Scanning Unit Public Count	VAC Count	Scanning Unit Public Count	VAC Count	Scanning Unit Public Count	VAC Count
<b>1</b>						
<b>TOTALS</b>						

Check-In Tables	ELECTRONIC POLLBOOK COUNTS		
	TIME	TIME	TIME
	11:00 AM	4:00 PM	POLL CLOSING
<b>TOTALS</b>			

\*DO NOT include provisional counts in your pollbook recordings

POLL CLOSING			
PRECINCT	SCANNING UNIT(S) COUNT	VAC COUNT	POLLBOOK COUNT
<b>FINAL TOTALS</b>			



## **Appendix 1 – Extended Voting Hours**

Extended Voting Hours Generally .....	A1.2
During Extended Voting Hours .....	A1.2
Checking-in Extended Hours Voters .....	A1.3
Issuing Regular Ballots to Voters .....	A1.3
Provisional Ballot Voters .....	A1.4
Other Duties During Extended Voting Hours .....	A1.5
After Extended Voting Hours .....	A1.5

## Extended Voting Hours Generally

If a court has ordered extended voting hours, the local board of elections will notify the chief judges. Do not open the extended hours envelope unless you have been instructed to do so by the local board.

1. All voters in line at 8:00 p.m. are not affected by the extended hours order and must be allowed to vote using regular voting procedures.
2. Upon notification of extended hours, the chief judges open the extended hours envelope and follow the instructions.
3. When the last voter in line at 8:00 p.m. votes, **stop** using the scanning units. **Scanning units cannot be used during extended voting hours.**
  - Voters who would have voted a regular ballot (i.e., not provisional) put their ballots in an extended hours envelope.
  - Voters who would have voted a provisional ballot during normal voting hours still vote a provisional ballot and complete a provisional ballot application (marked with an “E”).

---

### During Extended Voting Hours

1. Allow voters to enter the polling place to vote.
2. Keep all signs posted during extended voting hours.
3. Continue to use the electronic pollbook to check in voters who arrive after 8:00 p.m.



All voters must be checked-in as provisional voters.

4. Voters may request to use the ballot marking device during extended voting hours.
5. All voters in line when extended hours end must be allowed to vote. Voters arriving after extended voting hours cannot vote.

---

### Checking-in Extended Hours Voters

1. Issue a provisional ballot on the electronic pollbook using provisional reason code **10**.
  - A. **Change of Address:** If the voter indicates that his or her address has changed, issue the voter a *Voter Update Form* and direct the voter to complete the change of address section of the *Voter Update Form*.
    - If the voter signs the *Voter Update Form*, use provisional reason code **10**.
    - If the voter does not sign the *Voter Update Form*, use provisional reason code **2**.
2. When the voter authority card prints, the check-in judge writes “**E**” on the voter authority card.

---

### Issuing Regular Ballots to Voters

An election judge:

1. Gets an extended hours envelope and ballot;
2. Writes on the envelope the voter’s name, birth date, and voter ID number;
3. Directs voter to affirm oath by signing and dating below the preprinted oath where indicated on envelope;
4. Gives the voter the completed extended hours envelope and ballot;

5. Takes the voter authority card, checks for the “E,” and puts it in the extended hours voter authority card envelope;
6. Instructs the voter to vote the ballot, place the voted ballot into the extended hours envelope, seal the envelope, sign the oath located on the envelope, and insert the sealed extended hours envelope into the orange provisional ballot transfer bag; and
7. Directs the voter to a designated area to complete the ballot.

---

### **Provisional Ballot Voters**

If the voter would have been required to vote a provisional ballot during regular voting hours, follow normal procedures to issue a provisional ballot on the electronic pollbook. Enter the applicable provisional reason code (codes 1 through 9). Do not use code 10 for these voters.

If the voter would have voted a provisional ballot during regular voting hours, the provisional judge:

1. Takes the voter authority card, checks for the “E,” and puts it in the extended hours voter authority card envelope;
2. Gives the voter a provisional ballot application (marked with an “E”) and instructs the voter to complete the front of the application;
3. Checks the application for the voter’s signature;
4. Completes the “Election Judge” section on the back of the provisional ballot application;
5. Instructs the voter to vote the ballot, place the voted ballot into the provisional ballot envelope, seal the envelope, and return to the provisional judge;

6. Gives the voter a provisional ballot and directs the voter to a designated area to vote; and
7. Instructs the voter to insert the sealed provisional ballot envelope into the orange provisional ballot transfer bag.

---

### **Other Duties During Extended Voting Hours**

If time permits and doing so does not interfere with extended hours voting:

1. The chief judge may end the election on the scanning units. See *Chapter 11 – Scanning Unit* for more information.
  - Totals reports with the results must be signed, grouped together, and placed in a secure location. Once extended voting hours are complete, post the reports from the scanning units so that the results are visible.
  - Challengers and watchers may observe the ending of the election process on the scanning units. If any observers watch the printing of the totals reports, ask the observers to respect that voters are still voting during extended hours.
2. Other judges may begin to pack miscellaneous supplies that are not needed during extended voting hours.

---

### **After Extended Voting Hours**

1. Follow normal ending the election and closing procedures for the scanning units, ballot marking devices, and electronic pollbooks.
2. All election judges perform the normal closing procedures.

## Appendix 2 – Voting Equipment Troubleshooting

Overview .....	A.2.2
Electronic Pollbook Printer – Changing the Paper .....	A.2.2
Electronic Pollbook Troubleshooting.....	A.2.4
Screen Freezes .....	A.2.4
Synchronization Issues.....	A.2.5
Fatal Error Messages .....	A.2.5
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Scanning Unit will NOT Scan Ballots .....	A.2.6
Scanning Unit Ballot Jams – Overview .....	A.2.8
Scanning Unit Ballot Jam – Ballot Counted.....	A.2.9
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Ballot Marking Device Troubleshooting.....	A.2.14

## Overview

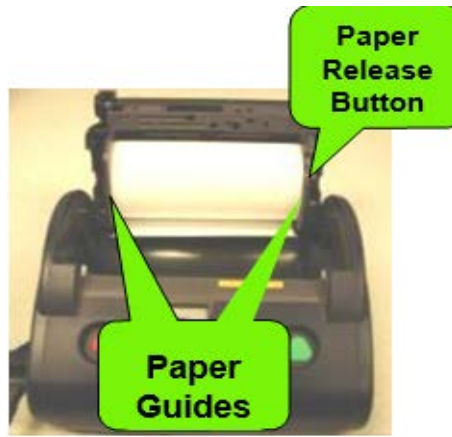
The most commonly experienced issues with the voting equipment; i.e. scanning units, pollbooks (and printers), ballot marking devices is described in this chapter, together with possible solutions. It's always important for the chief judges or assigned rover to record the issue with as much detail as possible including equipment unit numbers in the judge's *Election Day Log* or the rover's incident report. If circumstances and time permit, malfunctioning equipment will be replaced as soon as possible. Any problem events with voting equipment requiring the removal of security seals must be documented either on the respective equipment's integrity report or the *Tamper Tape/Security Seal Removal Report*.

### Electronic Pollbook Printer – Changing the Paper

1. Each polling place will be provided extra rolls of paper for use when having to replace the printer paper. Extra rolls will be located in grey tote.
2. When red streak marks appear on pollbook printer paper, take the following steps to replace the paper roll:
  - Push up the cover release button to open printer cover



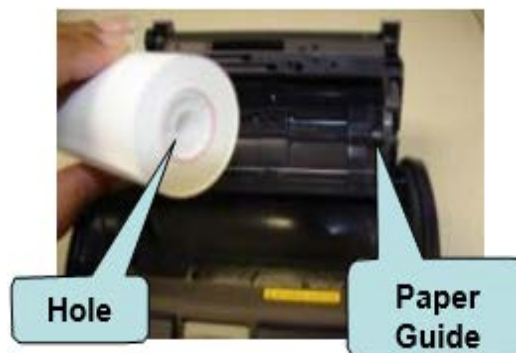
- Open printer cover and press the paper release tab on right side.



- Slide the paper release tab forward and gently slide the paper guides apart with your thumbs. Remove the empty roll.



- Place the holes of the new paper roll over spindles on paper guides. Make sure the paper feeds from the bottom.



- Slide the paper release tab forward and gently slide the paper guides together.



- Pull the paper through the printer's opening and close the cover. Press the green triangle button to ensure the paper is feeding properly.



## **Electronic Pollbook Troubleshooting**

### **Screen Freezes**

A pollbook with no activity on the screen, such as an hour glass, or is unresponsive to touch from the stylus for at least 30 seconds must be rebooted; i.e. powered off then on again. If the pollbook is unresponsive to touch and has an animated hourglass then wait at least one minute. If there is no change then reboot the pollbook.

## **Synchronization Issues**

Refer to *Chapter 10 – Electronic Pollbook* (pages 10.17 – 10.18) for checking with pollbook synchronization. Follow the below steps to correct a pollbook(s) that will not synchronize:

1. Check for secure cable connections to back of pollbook(s) and hub if provided.
2. Check power connections to each piece of equipment; i.e. hub.
3. If using a hub then try plugging cable into a different port.
4. When voting lines permit, reboot the pollbook(s) not synchronizing.
5. Contact rover to investigate and replace cable(s) or hub if necessary.

If the pollbook(s) has not synchronized by poll closing, reboot the pollbook after last voter has voted and prior to performing Daily Closing Steps #'s 1 and 2 on ALL pollbooks. Wait five minutes after rebooting for synchronization. If this is not successful, close the affected pollbook(s).

## **Fatal Error Messages**

When a pollbook produces a message on the screen indicating a “Fatal Error”, record message in *Election Day Log* and reboot the pollbook. Inform your assigned rover for continued “Fatal Error” messages with the same pollbook.

## **Printer Error Messages**

For a message showing “the printer is not connected or powered up” perform the following steps:

1. Verify printer is receiving power by checking for indicator lights and that the power cord connections are secure.
2. Verify USB cable connections at pollbook and printer are tight and secure.
3. If message does not disappear switch USB connection on back of pollbook to other USB port.
4. If message continues to appear when checking in voters, inform your assigned rover who can replace the USB or power cords.

For all other issues regarding the pollbooks call your assigned rover.

### Scanning Unit Troubleshooting

The below described procedures with scanning unit(s) must be performed by a bipartisan team of judges.

### Scanning Unit will NOT Scan Ballots

If it's determined with absolute certainty scanning unit will not accept ballots and polling place has only one unit then follow these steps for using emergency ballot bin:

1. Notify your assigned rover immediately.
2. Remove padlock attached to emergency ballot compartment. Use flat chrome key on red lanyard to open lock on bin.

Lock attached to emergency ballot bin. Record removal in *Tamper Tape/Security Seal Removal Report*



3. Flip the flat metal flap on the Emergency Ballot Compartment down so that when the door is closed, there is a slot to allow voters to put ballots into the bin.



4. Close and lock bin door. Reattach padlock to door and record event in *Tamper Tape and Security Seal Removal Report*. Instruct voters to place (cast) their ballots into the open slot of the emergency ballot bin.

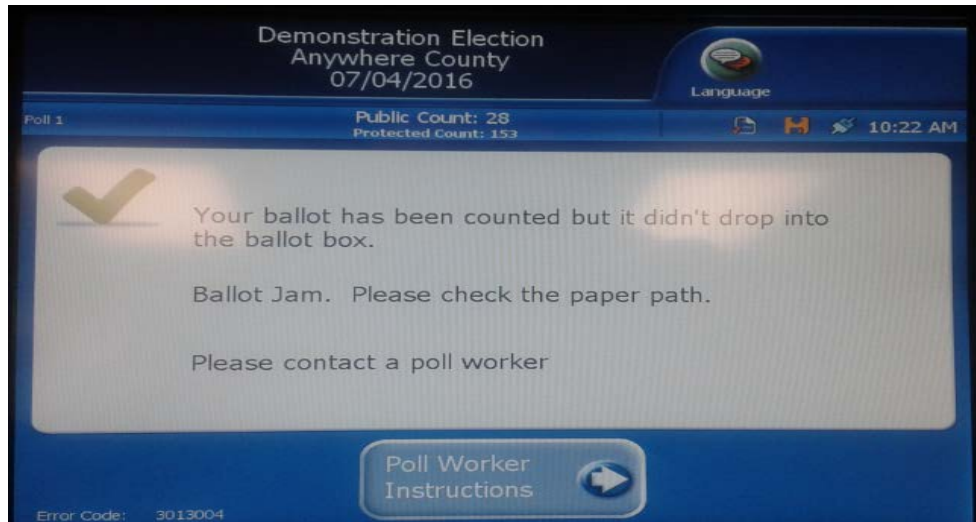


5. Rover in the presence of chief judges will reboot scanning unit once they arrive. Continue using emergency ballot bin until scanning unit is able to scan ballots or unit has been replaced.
6. Follow procedures outlined in *Chapter 11 – Scanning Unit* pages 11.26 to 11.27 on scanning voted ballots placed in emergency ballot bin or follow the instructions specified by rover.
7. Once malfunctioning scanning unit is able to scan ballots, open emergency ballot bin, flip metal flap to closed position and relock bin. Record this event in *Tamper Tape/Security Seal Removal Report*.
8. For polling places having more than one scanning unit, voters must scan their ballots at the functioning unit(s). Rover will reboot the malfunctioning scanning unit once they arrive. Continue using working scanning unit(s) until the malfunctioning one is repaired or replaced (if need be).

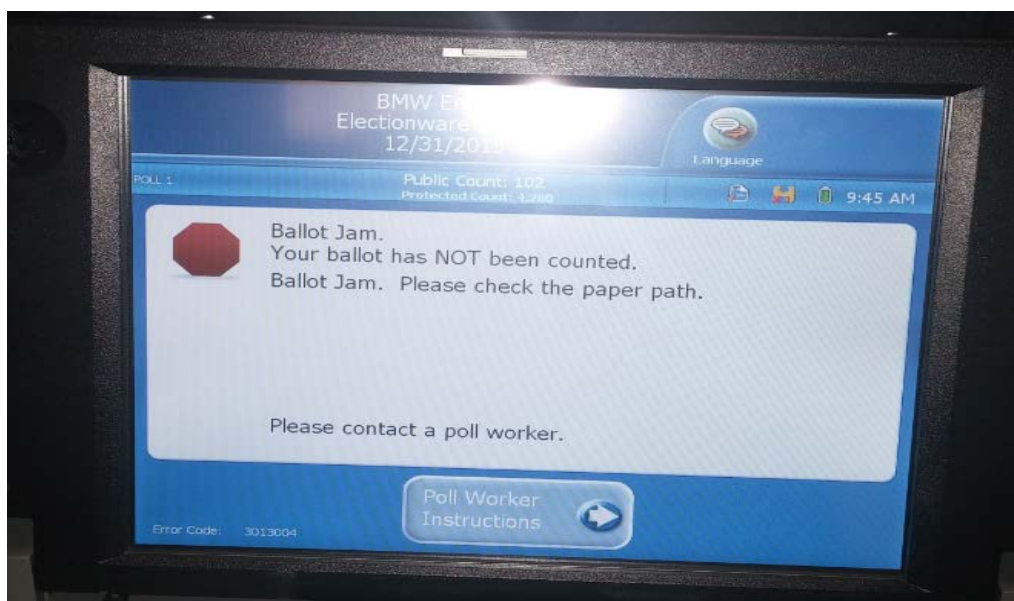
## Scanning Unit Ballot Jams – Overview

When the scanning unit has a ballot jam (regular ballots or ballot activation cards), there will be one of two messages that will appear on screen with a series of beeps:

- **“Your ballot has been counted but it didn’t drop into the ballot box. Ballot Jam. Please check the paper path. Please contact a poll worker.”**



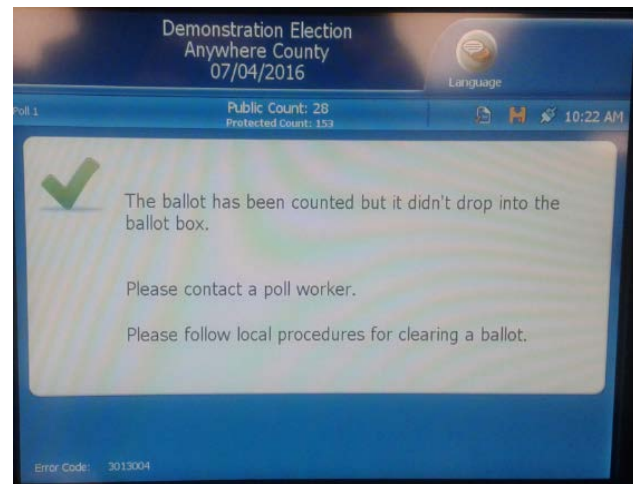
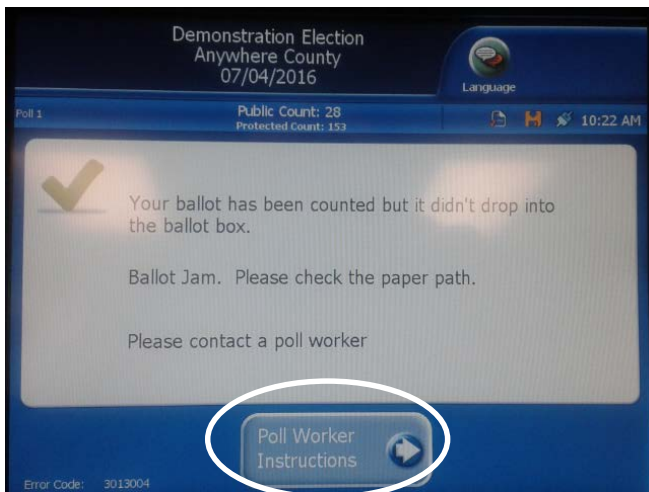
- **“Ballot Jam. Your ballot has NOT been counted. Ballot Jam. Please check the paper path. Please contact a poll worker.”**



In both cases, the ballot jams must be cleared before voting can continue on that scanning unit. The difference between the two messages dictates what procedures are followed when the jammed ballot is retrieved. Always inform your assigned rover and then follow the below procedures based on the message indicated on screen.

### Scanning Unit Ballot Jam – Ballot Counted

1. Press the “Poll Worker Instructions” button indicated on screen. The message in the right picture will appear.



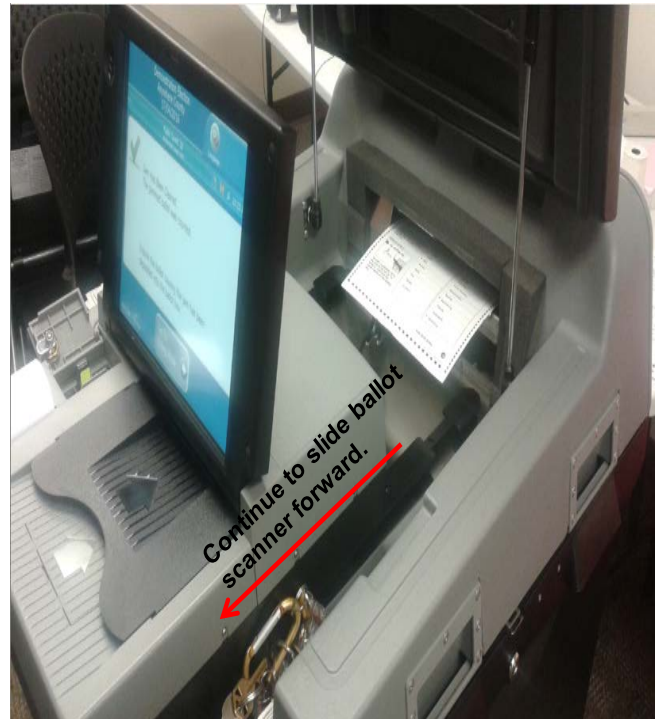
2. Using the flat silver key on red lanyard, unlock the padded holding bar in front of the Scanning Unit. The locking mechanism is located at the front right in the recessed area next to scanner.



3. Pull down the padded holding bar in front of scanning unit.



4. **CAREFULLY** slide ballot scanner forward to reveal ballot jam. Continue to slide scanner forward allowing enough space (approximately 10 inches) to remove jammed ballot from insertion point at back of ballot box. **DO NOT SLIDE BALLOT SCANNER COMPLETELY OFF BALLOT BOX!**



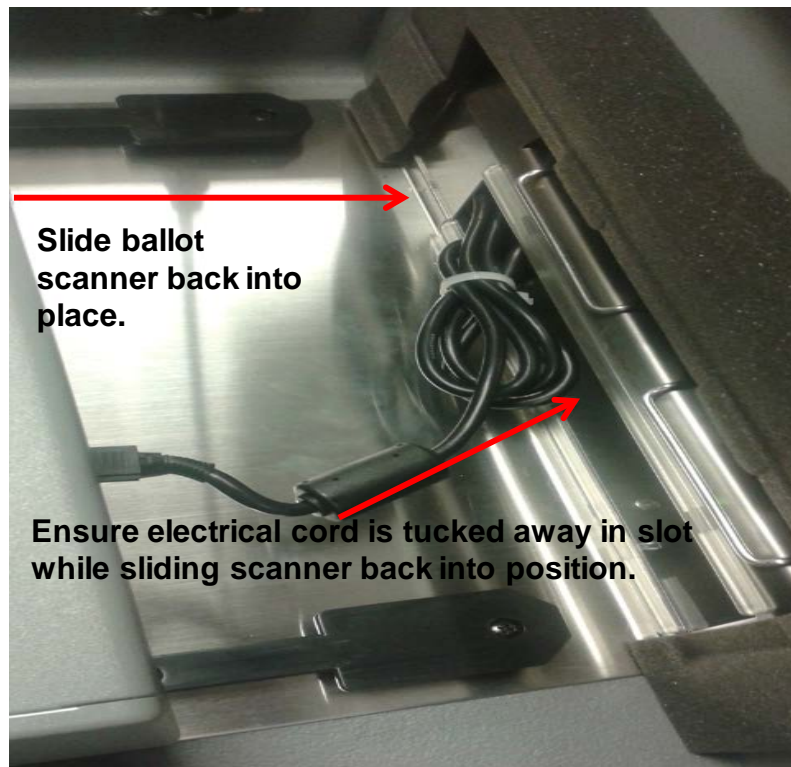
5. Reinsert the ballot into the top ballot chute so that it drops into the main ballot box as it has already been counted.



Ballot chute where scanned ballots are fed from the scanning unit to the main ballot box.

Scanning unit, electrical cord compartment slot

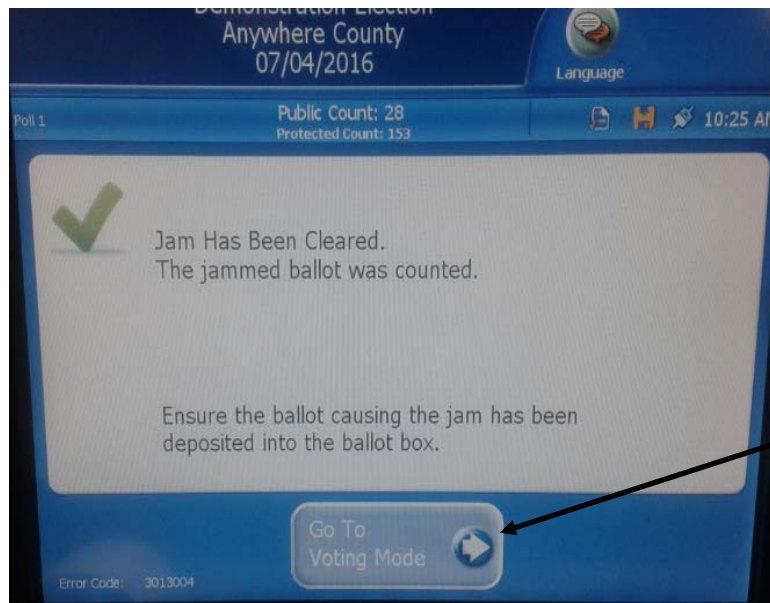
6. After the jammed ballot has been cleared and dropped into main ballot box, slide scanner back into place being careful to ensure that the electrical cord is tucked away in its slot.



7. Lock padded holder bar back into place.



8. When jam is cleared the below screen appears. Press the “Go To Voting Mode” button which will be indicated on scanning unit screen once ballot jam has been cleared.

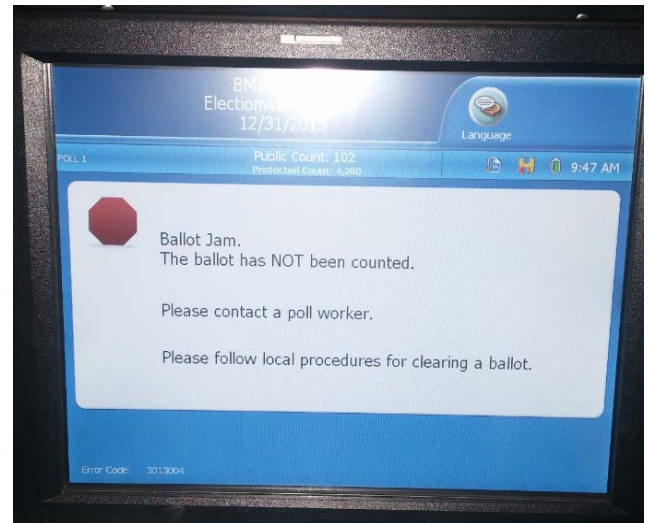
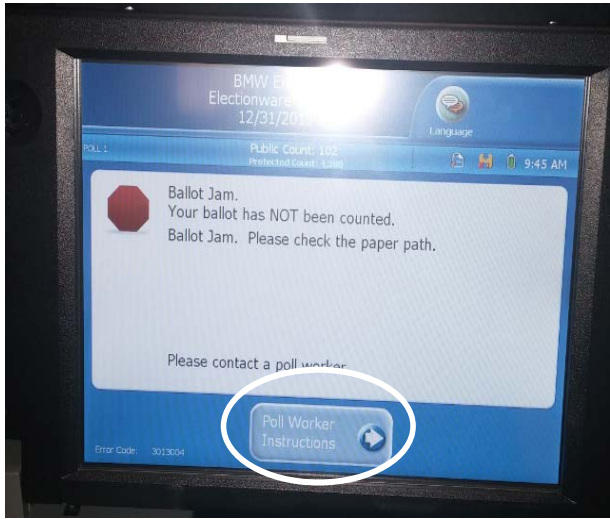


Press to resume voting.

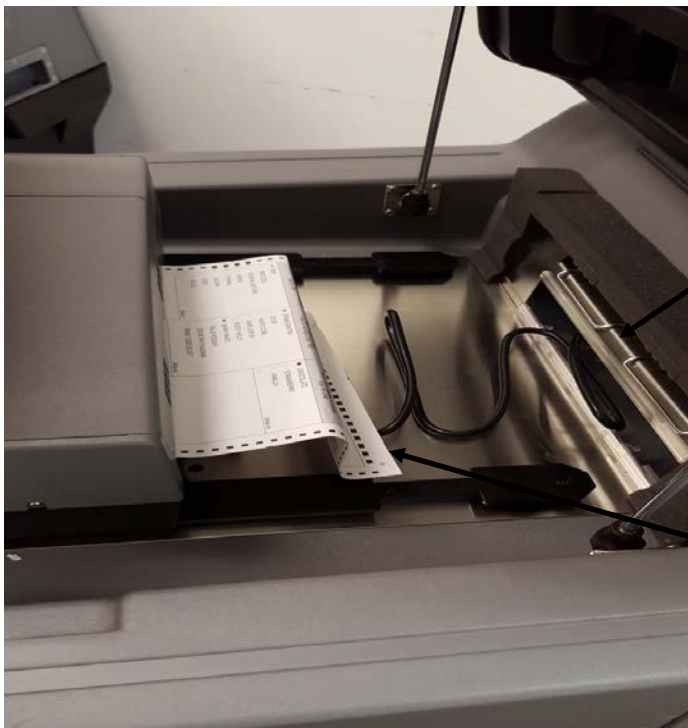
9. Record the incident in *Election Day Log*

## Scanning Unit Ballot Jam – Ballot NOT Counted

1. Press the “Poll Worker Instructions” button indicated on the screen. The message in the right picture will appear.



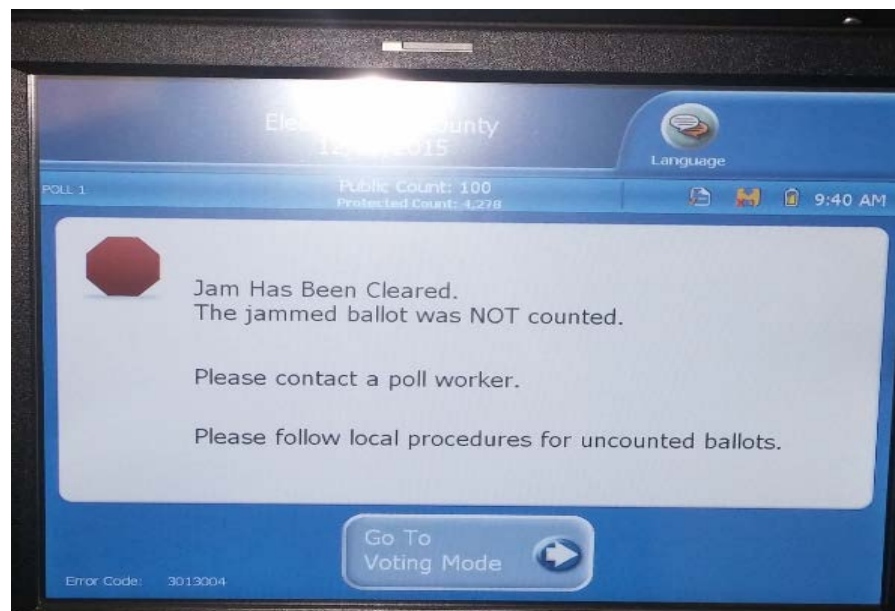
2. Follow the described steps listed in the above section on pages 9 and 10 (steps 2-4) to expose the ballot jam within scanning unit.
3. Remove the jammed ballot from scanning unit. Ballot will most likely be jammed directly in the back of scanning unit.



Because ballot was not counted, DO NOT drop ballot through ballot chute.

Remove jammed ballot. Follow procedures for spoiling the removed ballot and providing voter a replacement ballot.

4. Follow the procedures for spoiling ballot and providing voter a replacement ballot if needed. DO NOT DROP BALLOT THROUGH BALLOT CHUTE WHEN SCANNING UNIT BACK HAS BEEN EXPOSED.
5. Follow steps on pages 11 and 12 (steps 6 and 7) to slide and lock scanning unit back into place for a resumption of voting.
6. When jam is cleared the below screen appears. Press the “Go To Voting Mode” button which will be indicated on scanning unit screen once ballot jam has been cleared.



7. Record the incident in *Election Day Log*.

### **Ballot Marking Device Troubleshooting**

For ALL situations in which the ballot marking device malfunctions including ballot activation card jams, inform your assigned rover immediately. Follow the procedures detailed in *Chapter 3 – Voter Assistance and Cross Cultural Communication* for helping a voter that may require voting assistance. Rover will either repair or replace the malfunctioning unit. Record the incident in *Election Day Log*.

## Glossary

**Absentee Voter:** A voter who has chosen not to vote in a polling place or at an early voting center. The voter receives a paper ballot and can mail or return the voted ballot by the close of election day.

**Archiving:** A process that saves the day's activities on the electronic pollbook's compact flash card.

**Audio Ballot:** The ballot that can be heard by a voter while using a headset that is connected to a ballot marking device.

**Ballot Activation Card (BAC):** A card issued to a voter to be inserted into a ballot marking device. The BAC activates the ballot marking device so the voter can make selections and print a ballot.

**Ballot Box:** Locked storage compartment where scanned ballots are deposited after the ballots have been inserted into the scanning unit.

**(Consolidated) Ballot Counts Report:** A report run from the electronic pollbook prior to opening and closing the polls that shows the number of ballots issued during the day.

**Ballot Marking Device (BMD):** A device that enables a voter, including a voter with a disability, the ability to cast his or her vote independently. Any voter who asks to vote using the BMD should be allowed to do so.

**Ballot Transfer Bin:** Blue plastic case with two flaps and a black handle that is located inside the ballot box. This device is used to transport, collect, and store ballots securely.

**Blank Ballot:** A ballot in which a voter has made no selections. The scanning unit will initially caution a voter that the ballot is blank. The voter has the option of having the ballot returned to mark selections or casting the blank ballot.

**Cast Ballot Button:** This touchscreen button is located on the scanning unit's help screen. The voter has the option to press this button after inserting a ballot into the scanning unit and the screen indicates that there are over-voted contests on the ballot (or a blank ballot). The voter should be made aware that all selections in an over-voted contest on the ballot will not be counted.

**Chain of Custody:** The chronological documentation, or paper trail, showing the custody, control, and transfer of voting equipment, memory sticks, voted and unvoted ballots, reports, forms, and other equipment and supplies.

**Challengers & Watchers (also “Poll Watcher”):** Registered voters designated by a candidate, political party, or other group to be in a polling place or early voting center for the purpose of observing an election.

**Closing Summary Report:** A report completed by the chief judges after ending the election that summarizes the data from each scanning unit, electronic pollbook, provisional ballots, and voter authority cards.

**Compact Flash Card (CF Card):** A device used in the electronic pollbook for storing a list of eligible voters.

**Configuration Report:** A report printed by the scanning unit when the scanning unit is powered on before the first Zero Report is printed.

**Contest:** Candidates run against each other for a particular office.

**Contingency Plan:** The materials and instructions used in the polling place or early voting center in case of an emergency.

**Early Voting:** A period of time prior to Election Day in which voters can cast their ballots.

**Electioneering:** Includes wearing hats or clothing supporting or opposing a political candidate or issue. Also includes the distribution of political literature, posters, banners, buttons, or otherwise soliciting votes. Electioneering is prohibited inside the polling place and within the “No Electioneering Zone”. Voters are allowed to wear political hats or clothing with political messages, and may carry political literature with them inside the polling place, but may not otherwise electioneer (i.e., solicit votes from voters) while inside the polling place or within the “No Electioneering Zone.” Voters may not distribute or leave political literature inside the polling place.

**Electronic Pollbook:** A device that contains an electronic list of all registered voters and is used to check-in voters.

**Emergency Ballot Compartment:** The locked compartment located in the top of the ballot box of the scanning unit. Used to store ballots if the scanning unit malfunctions.

**Ending the Election:** The process performed on a scanning unit after the precinct closes to print closing reports and to shut down the scanning unit.

**Exit Polling:** The process used to interview voters leaving the polling place or early voting center. This activity may take place inside the “No Electioneering Zone” but not inside the voting area.

**Extended Hours Voting:** A court order that extends regular voting hours.

**Fleeing Voter:** A voter who leaves the polling place without casting a ballot. The chief judge must be notified of this situation immediately when it happens in order to keep a record of these occurrences.

**High Contrast Text:** An option on a ballot marking device that changes the screen content to black and white for the benefit of voters with low vision.

**Hub:** A device that connects to the electronic pollbooks with cables and allows them to synchronize data. Used when more than two pollbooks are being used in a polling place.

**Inactive Voter:** A voter is listed as “Inactive” because the voter has not responded to two mailings at the address on file with the local board of elections or has not responded to certain confirmation mailings.

**Keypad:** A keypad that is used for making ballot selections while using the audio ballot component of a ballot marking device. The keypad allows voters to select candidates, move around the ballot, vote for write-in candidates during a general election, and mark a ballot.

**Large or Magnified Text:** An option on a ballot marking device that increases the size of ballot text for the benefit of voters with low vision.

**Memory Stick:** Portable memory device used in voting equipment to store election information and results.

**No Electioneering Zone:** Marked boundary where electioneering is not allowed.

**Overvoting:** Selecting more than the allowable number of candidates in a contest.

**Power Indicator Light for Electronic Pollbooks:** Power light in the lower right corner of the electronic pollbook flashes green when the pollbook is plugged into electrical power and charging.

**Precinct Register:** A list containing the names of all the registered voters in a particular precinct or county.

**Privacy Screen:** The screen attached to the table where the ballot marking devices sits.

**Privacy Sleeve:** Folder used to cover the ballot selections made by a voter.

**Protected Count:** The total number of ballots cast on an scanning unit since the date of manufacture.

**Provisional Ballot:** A paper ballot issued to a voter claiming to be properly registered and whose qualification or entitlement to vote cannot be established by the election judge.

**Provisional Ballot Voting Booth:** A voting booth that allows for privacy while voting a provisional ballot.

**Provisional Ballot Transfer Bag:** An orange canvass bag with a black strap that contains and secures voted provisional ballots.

**Public Count:** The total number of ballots cast on each scanning unit during the election.

**Results Report from the Scanning Unit:** A report showing the number of votes for each contest as recorded on the scanning unit.

**Scanning Unit:** A paper ballot scanner and tabulator designed for use at the polling place and early voting center.

**Security Seal:** A device used to lock voting equipment compartments and to verify that the compartments have remained locked until the security seals were removed.

**Serial Number on the Memory Stick:** The memory stick's serial number printed on its label (usually near the barcode).

**Spoiled Ballot:** A ballot on which the voter made a mistake or is otherwise damaged (because of extra marks, creases, etc.) such that a scanning unit will not accept it.

**State Asset Tag Number on the Electronic Pollbook:** The electronic pollbook's State Asset Tag Number that is identified on a label on the external surface. The asset number may also be printed on a tag attached to the electronic pollbook's storage case.

**Stylus:** A pen-shaped instrument used to tap on the screen of the electronic pollbook to make selections.

**Summary Page:** The summary screen shown on the ballot marking device touchscreen that gives the voter the opportunity to review selections prior to printing a ballot.

**Tamper Tape:** An adhesive strip with a unique number that is used to verify that voting equipment compartments, doors, windows, etc. have not been opened after the tamper tape was affixed. Tamper tape will show the word "Void" when there is an attempt to remove it after it has been affixed.

**Touchscreen:** The screen on the ballot marking device which allows a voter to make selections by pressing directly on the screen.

**Undervoting:** Voting for fewer than the number of selections allowed in a contest. All selections made in an undervoted contest will be counted. The scanning unit will not alert a voter who inserts a ballot with undervoted contests.

**Voting Booth:** Used by voters to ensure privacy while voting their ballot.

**Voter Authority Card (VAC):** A document printed from an electronic pollbook that contains certain voter information.

**(Consolidated) Voter Counts Report:** A report printed from the electronic pollbook prior to opening and closing the polls that shows the number of voters checked-in during the day. This report may also be printed during the day, as needed.

**Write-In Vote:** During a general election only, a voter has an option to vote for an individual whose name does not appear on the official ballot.

**Zero Report:** A report that is printed by the scanning unit before the polls are opened that verifies that no votes have been cast on the scanning unit prior to opening the polls.