Ballot Issuance Training

Presented by

Howard County Board of Elections

Ballot Preparation Lesson Objectives

Lesson covers the following:

- General information
- Ballot Issuing Judges responsibilities prior to 7 AM Election morning.
- Define what ballot styles are in Howard County.
- Ballot preparation at the polling site
- Election supplies necessary for ballot preparation and issuance
- Completion of required paperwork

Ballot Issuance in the Polling Place – General Info

- Voting Judges issue paper ballots to voters after check-in at pollbooks.
- In Howard County, there will be 118 different ballot styles for the 2020 Presidential General Election.
- Each ballot style is specific or represents one of Howard County's 118 precincts.
- Each polling location will have ALL 118 ballot styles.
- The ballot style issued to a voter is dependent upon the precinct in which the voter resides or would normally vote in on Election Day.
- The voter's Voter Authority Card (VAC) will list the ballot style to be issued to a voter.

Election Morning Ballot Preparation

- Ballots will be located on locked ballot cart(s) or in white ballot divider box(es)
- Voting (or Ballot Issuing) Judges must complete the *Ballot Opening Certificate*
  - *Ballot Opening and Closing Certificates* are located in Chief Judge's blue binder
  - Verify lock/seal numbers on ballot cart(s) and/or divider boxes
  - Ballot cart shelves will be labeled as to the ballot styles
  - Verify quantities for each ballot style
  - Open one ballot pack for each style
  - Each pack contains 50 ballots
- Ballot Divider Boxes
  - At Vote Centers for Election Day only
  - Contains ballot styles not common to that polling location

Ballot Opening Certificate

Ballot Opening Certificate State of Maryland
Ballot and Transfer Carts
2020 Presidential Primary Election

County: Howard
Election Day Vote Center: EDVC2 - The Bain Center GREAT ROOMS 1 & 2
EV Date: 6/2/2020

BALLOT CART(S)

Complete All Grey Areas

Before the polls open:
Verify ballot cart lock number(s) by placing a check mark to confirm where indicated. If a lock number cannot be verified on this list or lock shows evidence of tampering, please alert your Chief Judges and notify the Election Office immediately.

Ballot Cart Number	Ballot Cart Lock Number	Verify ✓
1	5606	

Verify Lock #

TRANSFER CARTS

Before Polling Place Setup:
Place removed cart tamper tape on back of this form. Voting equipment and supplies were secured on the following transfer carts:

Cart #	Seal #	Verify √
126	H901838	
127	H901839	
128	H901840	
149	H901841	

Verify Seal #'s

Ballot verification continued on next page(s)

3.1 Revised 5/2020

Ballot Opening Certificate Continued State of Maryland
Ballot Verification
2020 Presidential Primary Election

County: Howard Date: 6/2/2020
Early Voting Site: EDVC2 - The Bain Center GREAT ROOMS 1 & 2

Before the polls open: Complete All Grey Areas As Needed

Verify ballot style numbers, pack quantities and loose ballot pack quantities by recording a checkmark in the verify column. For partial ballot packs, count the individual ballots by style in the partial packs. If ballot style numbers and packs cannot be verified on this list, please alert your Chief Judges and notify the Election Office immediately.

| Ballot Style #		Number of Ballot Packs at Opening	Loose Ballot Quantities	Verify √	Added Ballots After Opening
Activation Card BAC			500		
DEM	1	1	50		
DEM	2	1	50		
DEM	3	1	50		
DEM	4	1	50		
DEM	5	2	100		
DEM	6	3	150		
DEM	7	1	50		
DEM	8	1	50		
DEM	9	1	50		
DEM	10	1	50		
DEM	11	3	150		
DEM	12	1	50		
DEM	13	1	50		
DEM	14	1	50		
DEM	15	14	700		
DEM	16	5	250		
DEM	17	6	300		
DEM	18	1	50		
DEM	19	1	50		
DEM	20	5	250		
DEM	21	1	50		

Ballot Opening Certificate Page 3.2

Verify Ballot Quantities by Ballot Style

Election Supplies Needed for Ballot Issuance

Ensure the following supplies are stationed in Ballot Issuance area:

- Ballot privacy sleeves
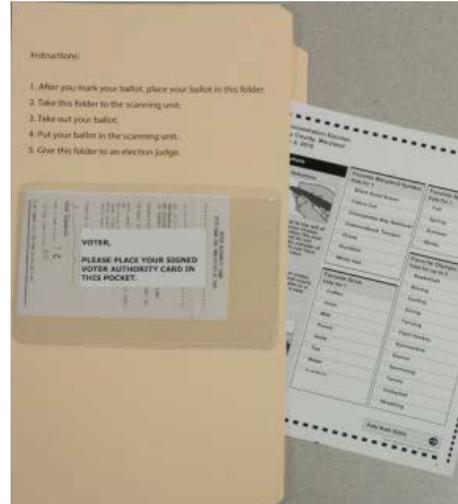
- Notepads and pens for initialing Voter Authority Cards (VACs)
- Voting Judges' folder containing "*Spoiled Ballot Tally Sheet*" and log forms
- Spoiled Ballot Envelope
- Ballot magnifiers – offer to voters during voting hours, if necessary
- Voting Judges' checklists for Election Morning, Election Day and Election Closing.
- Sanitizer spray bottles and latex gloves (each judge will receive a bag of their own PPE materials)

Ballot Issuance During Voting Hours Lesson Objectives

Lesson covers the following:

- Responsibilities of judges issuing ballots during voting hours.
- The process for issuing ballots to voters.
- The importance of the Voter Authority Card.
- The process of "spoiling" a ballot and issuing the voter a replacement ballot.

Ballot Issuance During Voting Hours – The Process

- Greet the voter and state the following: *"You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?"*
- Voter chooses electronic voting/Ballot Marking Device - call a Chief Judge
- Voter chooses a paper ballot, do the following:
  - Ask for the voter's paper slip or Voter Authority Card (VAC).
  - Check that VAC in NOT Provisional. Voter could also have an orange privacy sleeve. Call a Chief Judge.
  - Check for voter's signature and that Check-In Judge has initialed.
  - Initial in space for Ballot Issuing Judge and note the ballot style required on VAC.
  - Request the correct ballot style from judge(s) retrieving ballots.
  - Place voter's VAC in privacy sleeve's plastic pocket and give the privacy sleeve containing ballot to the voter.
  - Offer ballot completion instructions to voter if necessary and direct voter to the voting booths.

Ballot Issuance – The Voter Authority Card (VAC)

- The VAC contains the following important individual voter information:
  - The VAC type: Standard or Provisional
  - Registration information; name, date of birth and resident address
  - Election Day polling place
  - Voting districts; i.e. Congressional, Legislative and Councilmanic
  - Ballot style to be issued.
- Areas for judges to initial throughout the voting process
- The VAC is the voter's "ticket" to scan their ballot at scanner. Voter must leave their VAC with judge stationed at scanning unit(s).

Voter Authority Card Standard and Provisional

Standard/Normal VAC Matches Ballot to be Issued

Provisional VAC

Ballot Issuance – The Spoiled Ballot Process

- When a voter needs a replacement ballot, follow the below steps:
  - Ask the voter to overvote each contest (contest calls for one vote then voter votes for two) and to write "spoiled" on ballot front and back.
  - Ask voter to place their spoiled ballot into the Spoiled Ballot envelope
  - Ask for the voter's privacy sleeve and then remove the VAC.
  - Cross out the initials in the space for the Ballot Issuing Judge, re-initial, record a 2 (for second ballot issued) and note the ballot style required on the VAC.
  - Request another ballot of the correct style from judge(s) retrieving ballots.
  - Place voter's VAC in privacy sleeve's plastic pocket and give privacy sleeve containing replacement ballot to voter.
  - Record spoiled ballot event on the *Spoiled Ballot Tally Sheet*.
- After the third spoiled ballot, voter must use the ballot marking device. Call a Chief Judge.

Spoiled Ballot Tally Sheet

Spoiled Ballot Tally Sheet
2020 Presidential Primary Election
State of Maryland
Date: 6/2/2020

County: Howard
Dist/Prct: EV-02 EDVC2 - The Bain Center-GREAT ROOMS 1 & 2

1. Use tally marks to keep track of the number of spoiled ballot activation cards (BACs) and spoiled ballots (for multiple page ballot styles one spoiled page equals one tally mark) throughout the day.

   Ex. //// = 4   ⊮⊮ ⊮⊮ // = 12

2. After the polls close, add up tally marks for each ballot style (for multiple page ballot styles one spoiled page equals one ballot style). Record these sums in "Totals at Closing" column in bottom table.

3. Complete ALL grey areas as needed.

Ballot Style	Tally Marks for Spoiled Ballots
DEM - 1	\\
DEM - 2	
DEM - 3	
DEM - 4	\
DEM - 5	
DEM - 6	
DEM - 7	\\
DEM - 8	
DEM - 9	
DEM - 10	
DEM - 11	⊮\
DEM - 12	
DEM - 13	
DEM - 14	
DEM - 15	\
DEM - 16	
DEM - 17	
DEM - 18	\
DEM - 19	
DEM - 20	

Record tally marks throughout day for spoiled ballots by ballot style

Spoiled Ballot Tally Sheet 1   Revised 12/18/19

Spoiled Ballot Tally Sheet
2020 Presidential Primary Election
State of Maryland
Date: 6/2/2020

County: Howard
Dist/Prct: EV-02 EDVC2 - The Bain Center-GREAT ROOMS 1 & 2

1. Use tally marks to keep track of the number of spoiled ballot activation cards (BACs) and spoiled ballots (for multiple page ballot styles one spoiled page equals one tally mark) throughout the day.

   Ex. //// = 4   ⊮⊮ ⊮⊮ // = 12

2. After the polls close, add up tally marks for each ballot style (for multiple page ballot styles one spoiled page equals one ballot style). Record these sums in "Totals at Closing" column in bottom table.

3. Complete ALL grey areas as needed.

Ballot Style	Tally Marks for Spoiled Ballots

Ballot Activation Cards	Tally Marks for Spoiled BACs
Ballot Activation Cards	

		Totals at Closing
Total Spoiled 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

At closing record the total number of spoiled ballot and ballot activation cards

Ballot Issuance Closing Lesson Objectives

Lesson covers the following:

- Election day closing activities as it relates to unused ballots.
- The completion of the *Ballot Closing Certificate* and *Spoiled Ballot Tally Sheet*.
- Other Election closing activities
- Packing of Election supplies

Ballot Issuance Closing Activities

- Complete the *Ballot Closing Certificate*:
  - Located in Chief Judge's blue binder
  - A team of Voting Judges, counts and records the unused ballots by style and the blank ballot activation cards.
  - After unused ballots have been accounted for, lock the ballot cart(s).
  - Record/verify seal #'s for ballot and transfer cart(s).
- Complete the *Spoiled Ballot Tally Sheet*
  - Located in Voting Judge's black folder
  - Total up all spoiled ballots and ballot activation cards
  - Place Spoiled Ballot Envelope in a blue ballot bin from a scanning unit prior to sealing the bin.

The Ballot Closing Certificate

Ballot Closing Certificate
2020 Presidential Primary Election
State of Maryland

County: Howard
Date: 6/2/2020
Dist/Prct: EDVC2 - The Bain Center-GREAT ROOMS 1 & 2
Combined District/Precinct(s): NONE

INSTRUCTIONS AFTER POLLS CLOSE:
1. Count and record the number of unvoted ballots for each ballot style as well as the number of unused Ballot Activation Cards (BACs).
2. NOTE: Multiple pages for a ballot style would constitue ONE BALLOT.
3. Record the total number of spoiled ballots and BACs where indicated below.
4. COMPLETE ALL GREY AREAS AS NEEDED FOR EACH TABLE.

Ballot Styles	Number of Unvoted Paper Ballots and BACs
	Record
Activation Card - BAC	
DEM - 1	
DEM - 2	
DEM - 3	
DEM - 4	
DEM - 5	
DEM - 6	
DEM - 7	
DEM - 8	
DEM - 9	
DEM - 10	
DEM - 11	
DEM - 12	
DEM - 13	
DEM - 14	
DEM - 15	
DEM - 16	
DEM - 17	
DEM - 18	
DEM - 19	
DEM - 20	
DEM - 21	
DEM - 22	
DEM - 23	

Ballot Closing Certificate Page 8.1

Record the quantity of unvoted ballots by style and ballot activation cards here

Ballot Closing Certificate Continued
Ballot & Transfer Carts
2020 Presidential Primary Election

County: Howard
Date: 6/2/2020
Dist/Prct: EV-02   EDVC2 - The Bain Center-GREAT ROOMS 1 & 2

BALLOT CART(S)
Complete All Grey Areas

After Poll Closing:

All unvoted ballots and ballot activation cards were accounted for and packed in ballot cart(s). Ballot cart(s) are locked and secured for transportation to the Howard County Board of Elections as documented below:

Ballot Cart #	Verify Cart Lock #	√	Cart Secured √	Judge Intials
1	5606		YES	/

TRANSFER CARTS

After Poll Closing:

Transfer cart(s) are locked and sealed with voting equipment and supplies for tranportation to the Howard County Board of Elections as documented below:

Cart #	Record Cart Seal #	Cart Locked √	Judge Intials
126		YES	/
127		YES	/
128		YES	/
149		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

8.4
Revised 5/2020

Record/Verify lock and seal #'s for ballot and transfer carts

Other Closing Activities

- Assist with packing of Election supplies and equipment
  - All Election supplies and equipment are packed on transfer carts.
  - Certain critical Election items; i.e. memory sticks from scanning units and CF cards from pollbooks will be transported to Election office.
  - Election Judges working together as a team will ensure all polling site closing activities get completed quickly.
- Early Voting Closing Night Activities
  - Only on the last night of Early Voting will Election supplies and equipment be packed on transfer carts.
  - Completion of *Ballot Closing Certificate* and *Spoiled Ballot Tally Sheet* will occur at closing for each night of Early Voting.