Ballot Marking Device Training

Presented by

Howard County Board of Elections

Ballot Marking Device (BMD) Lesson Objectives

Lesson covers the following:

- General information
- Chief Judges responsibilities for BMD prior to 7 AM Election morning
- The process to follow when a voter chooses to use the BMD.
- Election supplies necessary
- Completion of required paperwork and packing up of machine

Ballot Marking Device (BMD) – General Info

- Any voter may request to use the BMD.
- At least 5 voters should use the BMD by 1:00 PM.
- The BMD uses Ballot Activation Cards (BACs) to electronically record a voter's selections.
- The Ballot Marking Device DOES NOT tabulate votes. Only when a voter inserts their BAC or paper card into a scanning unit is their ballot cast.
- The BMD can provide a voter an audio ballot with the use of a keypad for a voter who is visually impaired.
- The BMD should be used by voters that may have difficulty completing a standard paper ballot; i.e. voters that have spoiled more than 2 ballots.
- A Chief Judge is the proctor of the process for voters using the BMD.
- An instruction sheet for voters using the BMD is required to be read to them. This sheet and other BMD use signs must be posted by the BMD voting area.

Election Morning Ballot Marking Device (BMD) - Opening

1. Verify that unit serial numbers and left compartment door tamper tape numbers are correct on the *Ballot Marking Device Integrity Report*.
2. Remove tamper tape and place on back of integrity report.
3. Unlock compartment door with barrel key and flip switch to on.
   - Allow 3-5 minutes to boot up (This gives you time to walk away and do other tasks)
4. Once booted up enter Election security code and press "Accept".
   - Verify information is correct on ready for voting screen and select "OK".
5. Secure side compartment door with new tamper tape and record on integrity report.
6. Verify headphones and keypad are plugged in, with Write-in candidate sheet and BMD instructions posted nearby.
7. Place black privacy sleeve around unit.

Ballot Marking Device (BMD) Integrity Report

Follow below steps during BMD opening activities:

1. Verify serial #'s for each unit.

2. Verify side compartment tamper tape #'s for each unit. Remove tape.

3. Record new tamper tape #'s applied to each unit.

Ballot Marking Device (BMD) Integrity Report

State of Maryland

2020 Presidential Primary Election

County: Howard

Date: 6/2/2020

District/Precinct: EV-02 EDVC2 - The Bain Center-GREAT ROOMS 1 & 2

Combined District/Precinct(s):NONE

- ❏ 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	
	Verify	✓	Verify	✓	Record	Record	Verify	✓
1	EV0115330971		14-078251				523072919052868	
2	EV0115331164		14-078250				523072919052987	

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 2/11/19

BMD During Voting Hours – The Process

1. Each voter will be escorted over to the BMD by a Chief judge with a privacy sleeve and Voter Authority Card (VAC).
   - Voter can sit down while Chief judge obtains a Ballot Activation Card (BAC).
2. Verify VAC is initialed and signed.
3. Offer to read any of the posted instructions for using the BMD.
4. Explain how to use the keypad (volume, tempo, screen, repeat, home, pause, up, down, left, back, forward and select)
5. "To begin voting, insert your card" is where you start by inserting the BAC.
   - If audio ballot, make sure voter's headphones are on and the volume is turned up loud enough prior to inserting BAC.
6. Chief Judge will use the VAC to choose the voter's correct ballot style.
   - There is 118 different ballot styles to choose. Use the next buttons when needed to locate the correct ballot.
   - Place VAC back into clear pouch attached to voter's privacy sleeve.
7. Explain to the voter the purpose of the next, zoom, and contrast screen buttons.

Continued

8. Explain how to select/deselect a candidate.
   - "Vote for one" touch anywhere on new selection.
   - Yellow bar and green check mark.
   - "Vote for more then one" you must deselect a choice to change your choice.
   - "More" button at screen bottom must be pressed to view all candidates before moving on.
   - Next and previous buttons to navigate the ballot screens.
   - Write-in, enter name using the keyboard that appears on screen.
9. Give the voter some SPACE, back away and allow them to make their selections without being rushed.
10. Summary of selections
    - Under-voted contests are marked with orange exclamation points.
    - Voter may tap on a contest to go back to that contest and make changes.
11. Print card screen
    - Voter taps print card button
    - Once printed, voter places BAC in privacy sleeve.
    - Voter may now go to a scanner to cast their ballot.
12. Wipe down BMD with provided disinfectant after each voter is finished.
13. Voter may insert BAC back into BMD to show their selections if they chose.

Ballot Marking Device (BMD)-Closing Activities

1. Remove tamper tape and place on back of integrity report.
2. Use barrel key to unlock side compartment and turn switch to "off".
3. Wait 3-5 minutes until unit is completely off, THEN remove USB stick placing it in the clear zipper bag.
4. Secure side compartment and pack back into case and place into black cart.
5. EARLY VOTING: You will be instructed by BOE staff on what to do with memory stick.

Ballot Marking Device (BMD) Integrity Report

Ballot Marking Device (BMD) Integrity Report
2020 Presidential Primary Election

State of Maryland

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                              Combined District/Precinct(s):NONE

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tamper tape to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape was removed.

Follow below steps during BMD closing activities:

	OPENING					CLOSING			
BMD Unit #	**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		
	Verify	√	Verify	√	Record	Record	Verify	√
1	EV0115330971	√	14-078251	√	**14-000001**		523072919052868	
2	EV0115331164	√	14-078250	√	**14-000002**		523072919052987	

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Republican Chief Judge   **4**   **Democratic Chief Judge**   Revised 2/11/19

1. Record and remove side compartment tamper tape #

2. Remove memory stick and verify serial #.

3. Place memory stick from each unit into clear zipper bag.