WELCOME!

and thank you for serving as a Precinct Election Official (PEO).

We're delighted to have you working as part of our team for the upcoming Election. The Franklin County Board of Elections is committed to conducting fair and impartial elections that are well organized and professionally managed—something that would be impossible without you, one of the thousands of dedicated, community-minded PEOs who staff and operate the polling locations each Election Day.

As a PEO, it is your job to assist voters and to help ensure that the election is conducted lawfully. In addition, you will:

- work as part of a team to ensure that the polling location is peaceful, and that Election Day runs smoothly and successfully
- help keep the entrance to the polling location open and unobstructed
- ensure that every voter is able to check in and vote freely by preventing any attempts to obstruct, intimidate or interfere with their rights
- ensure that all forms, ballots and voting machines remain available, safe and free from tampering
- escort any person from the polling location for actions that violate any provision of Title 35 of the Revised Code (the Election Laws of Ohio)
- deal with difficult or special situations (including possible riots or violence) as the need arises.

GOOD TO KNOW

Precinct Election Officials are always in great demand. The Board of Elections hires 4,000 individuals to serve as Precinct Election Officials for each Election Day. Persons interested in becoming Precinct Election Officials should call the Board of Elections at (614) 525-5393 or apply online at **vote.franklincountyohio.gov.**

At your earliest convenience after Election Day, please access our online Precinct Election Official Survey Form. The information you provide to us on the survey is very helpful in improving the Election Day experience for both PEOs and voters. The link to our survey will be accessible for one month after any election, but we ask you to provide your comments as soon as possible, while they are still fresh in your minds.

The link to our survey site is:
https://vote.franklincountyohio.gov/login.cfm

Once you have logged in, you can access the survey by clicking on the "+" on the "PEO" line.

HOW TO USE THIS BOOK

Check Boxes indicate a list of things to do in a linear order. Use them as you would any checklist

- ☐ A blue check box like this one notes an action that needs to be completed
- ☐ This is an action that needs to be completed
- ☐ This is an action that needs to be completed... Feel free to actually check the box when you finish each step
- ☐ This is another action that needs to be completed

Bullet Points beneath check boxes give you additional information about but are not usually action steps

- A bullet point like this gives you additional information about the blue action step above
- A bullet point like this gives you additional information

- ☐ Yep, another action step
- ☐ This is the next action step that needs to be completed
- ☐ This is the primary action step to be completed, but there are sub-steps also; they're the black boxes below
  - ☐ This is a sub-step to the main action step in blue above
  - ☐ This is another sub-step; you can check these off with a pencil or pen as you complete them
  - ☐ The last sub-step for this particular action

Whenever you see a large blue section like this one, you're being alerted to information designed to clarify or further illustrate the actions you are being asked to undertake

☐ Back to a blue check box that indicates an action to be completed

- ☐ This is a sub-step to the main action step in blue above
- ☐ Another sub-step with additional information
- This bullet point clarifies the step above by providing you with additional information

  1. You must obtain permission from the BOE to appoint a replacement PEO on the spot.

  - Be sure to obtain the Social Security Number and phone number for any PEO you appoint ON Election Day.
  - Ensure that the new PEO completes the Oath/Payroll Record/ Ethics Policy Acknowledgement Form.

Blue Sections
further illustrate content and provide more information to help clarify the actions required

GOOD TO KNOW
A Good To Know is exactly that: information that is not crucial but that may make your job easier or your understanding more clear.

RED BOXES LIKE THIS ONE CONTAIN EXTREMELY IMPORTANT INFORMATION. ALWAYS STOP AND READ ALL INFORMATION IN A RED BOX!

Red Boxes
contain crucial information. Always be sure to read and understand all information in a red box.

As a Precinct Election Official, you're part of a team.

Ohio law provides that, at a minimum, four voters of the county in which a precinct is located are to be selected by the County Board of Elections to serve as PEOs in that precinct. The law provides that the maximum number of voters assigned to a voting precinct is 1,400.

The Board of Elections staff will select one PEO per location to act as a Voting Location Manager, with overall responsibility for overseeing the election process, including the opening and closing of the polling place and the transporting of ballots and voting materials to the Board of Elections after the polls close. The law requires that the Voting Location Manager has the same political affiliation as the party whose candidate for governor received the most votes in that precinct at the last regular state election for Governor.

Each team is comprised of one Voting Location Manager and at least three other Election Judges. Each type of Judge has specific responsibilities, which are outlined in greater detail in dedicated sections of this book.

VOTING LOCATION NUMBERS

Every voting location is assigned a Location Identification Number or LID#, which is used to identify voting equipment, hardware, and some other materials and tells you how many precincts are in the voting location. LID#s are assigned as follows:

LID 1000s	One precinct within the voting location
LID 2000s	Two precincts within the voting location
LID 3000s	Three precincts within the voting location
LID 4000s	Four precincts within the voting location
LID 5000s	Five precincts within the voting location
LID 6000s	Six precincts within the voting location
LID 7000s	Seven precincts within the voting location

The number of Precinct Officials assigned to a voting location depends on how many precincts are in that location. The Voting Location Manager manages all precincts within his or her voting location.

THE TEAM: JOB DESCRIPTIONS AT A GLANCE

PEOs should work in the position for which they were trained. VLMs and VLDs (Voting Location Deputies) should have a good working knowledge of other judges' positions.

Voting Location Manager/deputy

The person in charge of the voting location, who is responsible for the overall conduct of the Election at the precinct Polling Location.

- picks up Election supplies on the Sunday before the Election
- notifies the BOE of missing supplies
- marks absentee voters on Register of Voters Lists and in Signature Poll Books
- oversees that all/any ADA temporary equipment is set up per the information in the ADA Folder in the VLM Supply Bag
- administers the oath of office
- assists with payroll and ethics acknowledgement forms
- notifies the Board of Elections of any absent PEOs
- assists in opening/closing of voting location
- ensures other PEOs properly process voters in accordance with BOE procedures
- with assigned Ride-Along, returns all supplies to the drop-off location

ROSTER JUDGE

- assists Voting Location Manager with voting location set-up
- processes voters
- knows what forms of ID are valid at the polling place
- issues Authority-to-Vote (ATV) slips
- records pertinent information into the Signature Poll Books
- ascertains if voter should vote a provisional ballot
- helps to identify "lost voters"
- helps close the polling location

GOOD TO KNOW
If a location has been assigned additional PEOs for a specific election, they can also serve as greeters.

PAPER BALLOT JUDGE/CAPTAIN

- sets up table and booths for paper ballot voting
- takes inventory of paper ballots
- assists voters in completing provisional ballot envelopes
- voids paper ballots if necessary
- helps assist "lost voters" and directs them to proper voting location
- accounts for all used and unused paper ballots and materials
- closes down paper ballot voting booth(s)
- seals both ***Voted*** and ***Unvoted*** Ballot Bags at end of election

VOTING MACHINE JUDGE

- sets up and opens the voting machines
- completes the opening and closing certificates
- assists voters who cast ballots on machines
- assists machine voters who have special needs
- balances and records the public count
- cancels ballots when necessary
- closes the voting machines
- prints results tapes
- packs the VOTR book

YOUTH AT THE BOOTH

In partnership with KidsVoting/Central Ohio, the Youth at the Booth program has recruited several hundred high school students to work at polling locations during the Election. These students are trained to be PEOs, and receive the same training as the adults. As such, they should be accorded the same respect and held to the same expectations as adults.

FIELD TECHNICIANS

Specially trained Field Technicians visit pre-assigned voting locations to troubleshoot problems and provide Election Day support to PEOs.

THE BASICS

Answers to some of the most commonly asked questions.

How much time will be expected of me?

MANDATORY TRAINING: 2 TO 4 HOURS

As a PEO, you are expected to attend and pass one mandatory training class before each election. Depending on your position, you should expect to spend between two and four hours for an in-depth, hands-on session. Since there are always new and adjusted procedures to be learned, you must attend a class for each election you work and prove comprehension before being assigned.

PRACTICE MAKES PERFECT (PMP) TRAINING: VARIED

During the last weekend before the election, after you have completed your mandatory training, we offer special "Practice Makes Perfect" Open House review sessions to help you brush up on your skills, get answers to your questions, and increase your confidence. These sessions are optional for some and do not take the place of mandatory training classes. We recommend Practice Makes Perfect for all, but strongly advise first-time PEOs to attend, including those working a new position. You will find dates, times and locations for PMP sessions on the inside front cover of this book.

ONLINE PEO REVIEW: APPROXIMATELY 1.5 HOURS

If you have internet access and an e-mail account, we encourage you to complete the voluntary online review/tutorial of practices and procedures for Ohio PEOs from the Secretary of State. Information will be provided at your training class on how to log in to access this tutorial.

GOOD TO KNOW

You will only be paid for one mandatory training class (and only IF you work the election). However, we encourage you to take another unpaid class or review online to get as comfortable as possible with both the machines and your assigned duties.

GOOD TO KNOW

www.ohiopollworkertraining.sos.state.oh.us
Password: vote118

After using default password above for initial log in, you must change your password once you enter the site; please make a note of your new password. If you have technical problems, please contact the SOS at 1-888-521-2262.

THERE ARE A FEW DIFFERENCES BETWEEN THE SECRETARY OF STATE'S RECOMMENDED PROCEDURES AND THOSE OF THE FRANKLIN COUNTY BOARD OF ELECTIONS. A LIST OF THOSE DIFFERENCES IS AVAILABLE AT **WWW.VOTE.FRANKLINCOUNTYOHIO.GOV**. ALWAYS FOLLOW THE PROCEDURES OUTLINED IN THIS MANUAL ON ELECTION DAY.

GOOD TO KNOW

During the election, there must always be at least two PEOs of different political parties present to assist voters. Youth at the Booth under the age of 18 are considered to be politically neutral.

ELECTION DAY: 15 HOURS

On Election Day, you'll be expected to serve approximately 15 hours, from 5:30 a.m. until the Voting Location Manager releases the team at approximately 8:30 p.m.

How Much Will I Be Paid?

PEOs are paid for their time on Election Day, for ONE mandatory training session and for attending a "Practice Makes Perfect" Open House the weekend before the election. Please allow **THREE WEEKS** after the Election for payroll to be processed and to receive compensation. Compensation is as follows:

ELECTION DAY

All PEOs: $133.72

MANDATORY TRAINING SESSION

Voting Location Manager/Deputy: $50.00
Paper Ballot Captain: $25.00
All Other Judges: $15.00

"PRACTICE MAKES PERFECT" OPEN HOUSE

All PEOs: $10

VLM MATERIAL PICK-UP/DROP-OFF

Voting Location Manager: mileage for both pick-up and drop-off

Ride-Along PEO: $10

Will I Get Breaks?

On Election Day, the Voting Location Manager will assign meal and break times to ensure that coverage is maintained. If voter traffic allows, each PEO will get one hour for lunch, and potentially shorter breaks of 15 minutes as time allows. All PEOs must be back from lunch no later than 4 p.m., and must remain at the voting location until dismissed by the VLM.

PEO CONDUCT

Setting the tone for your voting location

Although you will find your Election Day service to be rewarding, it can be filled with long lines and short tempers. As a PEO, your behavior sets the tone for your location and serves as an example to voters. Treating both the voters and the other Precinct Election Officials with courtesy and respect are the keys to ensuring a smooth process.

REMEMBER: IF YOU ARE PATIENT WITH OTHERS, THEY WILL BE PATIENT WITH YOU...EVENTUALLY :-)

GETTING READY TO BE YOUR BEST

Your Election Day assignment is a long one, and it can be both tiring and trying if voter turnout is high. Plan to get plenty of rest the night before so that you can work efficiently, treat voters in a professional manner, and easily resolve any problems that may arise.

In addition, plan ahead to ensure your personal comfort throughout the day. That includes:

- bringing any medications you require
- wearing comfortable shoes
- bringing drinks, meals and snacks (but not enjoying them near the voting area)
- arranging for the care of any children, dependents, or pets while you're working
- dressing in layers, and bringing a jacket or sweater; some voting locations are cold...and some are hot

ETHICS EXPECTATIONS

A directive issued by the Secretary of State creates a comprehensive ethics policy for all PEOs throughout the State of Ohio. Elections Officials are expected to maintain the highest level of integrity and to comply with all legal requirements. (You'll find a copy of the Ethics Directive in *appendix D* at the back of this book.)

On Election Day, all PEOs will be asked to acknowledge that they have read the Ethics Agreement and will abide by it. This acknowledgement is included as part of the "Oath of Office."

GOOD TO KNOW

The polling place is not a place for children of poll workers. Please arrange for child care while you are working the polls.

GOOD TO KNOW

About Cell Phones: The Voting Location Manager will have an official cell phone in his or her supply kit, but we encourage you to have your personal cell phone with you when you arrive in case your voting location is not open. That said, personal cell phones are not to be used while performing official duties.

See *Ethics Directive by the Secretary of State* in Appendix D in the back of this manual. Pay special attention to sections marked with red arrows.

ETHICAL EXPECTATIONS INCLUDE:

- being on the job when you should be
- maintaining confidentiality
- not taking home for personal use any supplies that are provided for your voting location

UNACCEPTABLE CONDUCT

Under no circumstances may a PEO...

- be a candidate or spouse of a candidate who is running for an office on the ballot in that precinct
- campaign at the polling location or attempt to influence any voter or other PEOs as to their vote for or against a candidate or issue
- wear or disseminate any campaign literature or paraphernalia, including but not limited to literature; partisan sample ballots; and campaign badges, clothing or buttons
- introduce into the polling place or use during their working time any items that might distract them from the management of the polls (e.g., laptops not provided by the Board of Elections, cell phone for personal calls, newspapers, news magazines, iPods or other music players, radios and televisions)
- solicit contributions for raffle tickets or charities, or have for sale anything at the polling location (e.g., baked goods, candy or crafts)
- place any food or drink on the Roster Table, in the paper ballot area, or on or near the voting equipment and supplies
- engage in any activities identified as illegal or unacceptable according to the Board of Elections, the Secretary of State, or state or federal law
- refuse to enforce election laws, especially the laws that apply to precinct polling locations (R.C. 3501.33 and R.C. 3501.35)
- carry a weapon or firearm into the polling location

KEEPING POLLING INFORMATION SECURE

On Election Day, the PEOs are responsible for ensuring that the forms, ballots and voting machines remain safe, undisturbed and free from tampering. Each one of the following procedures helps to keep the voting process secure, and is critical in ensuring that, after Election Day, Election Officials can account for all that has occurred at the polling place. See the individual job sections for more information about the ultimate responsibility for each of these procedures.

- Inspect and unlock the storage carts and record that information.
- Inspect machines for physical damage and check tamperproof tapes, seal numbers and security seals
- Keep a record of all voters who enter the polling location
- Keep a record of all ballots issued, including provisional ballots and spoiled ballots
- Document any incident that may affect the election results, including:
  - delays in opening the polling location
  - machine problems
  - "fleeing" voters who leave the polling location without casting/confirming vote
  - any other incidents that you believe might have an impact on the election
- Report any suspicious activity in or around the voting location to the Board of Elections
- Fill out every form legibly and completely
- Return the correct materials to the Board of Elections on Election Night

GOOD TO KNOW

Keeping records of events while the polls are open—especially those that might affect election results—is one of the most important duties you will be asked to perform. Accurate documentation tells the complete story of what transpired at your polling location on Election Day. Your records will be used by the County Board of Elections to resolve any issues that arise during the current election and to plan for future elections.

SAFETY & SECURITY

AWARENESS TIPS FROM THE FRANKLIN COUNTY SHERIFF'S OFFICE

As a PEO, one of your most important duties is helping to keep your polling location safe, peaceful and in good order. Be observant, check in regularly with building staff and security, and keep your eyes open for anything that seems unusual, including:

- Suspicious persons who don't vote or who spend time observing the polling place
- People who ask unusual questions or show unusual interest in:
  - when the polls close
  - when the ballots are to be picked up
  - security procedures or other procedures not related to voting
- Vehicles that appear out of place or suspicious and cannot be accounted for by building management, employees or PEOs
- People taking pictures of the polling area, other than members of the media
- People who are reluctant to identify themselves or who are obviously avoiding PEOs
- Packages left unattended or that appear to be out of place or unusual

What should I do if I observe suspicious activity?

If You See Something, Say Something.

If you see something suspicious taking place, report that behavior or activity to:

The Franklin County Sheriff Radio Room at 614-525-3333.

OR

If a situation is an emergency or life threatening, Precinct Election Officials should call 911.

Factors such as race, ethnicity, national origin, or religious affiliation alone are not suspicious. For that reason, you should report only suspicious behavior and situations (e.g. an unattended backpack or someone trying to break into a restricted area) rather than beliefs, thoughts, ideas, expressions, associations, or speech unrelated to terrorism or other criminal activity.

BE PREPARED TO REPORT THE FOLLOWING DETAILS:

for individuals:	**for vehicles:**
Race/Sex	Make/Model/Year
Height/Weight	Color
Hair Color	License Plates (# and State)
Facial Hair	Description of Driver/Occupants
Tattoos or Scars	Activity
Clothing Description	Distinguishing Features

IN CASE OF EMERGENCY

Important procedures & telephone numbers

IF POLLING PLACE IS NOT OPEN BY 5:30 A.M.:

- VLM should call the Board of Elections at (614) 525-4100, option 2.

MEDICAL EMERGENCY

- Call 911
- Once the medical emergency is under control, please make a follow-up call to the Board of Elections at (614) 525-4100, option 1

EVACUATION OF YOUR VOTING LOCATION

If you must leave your voting location due to an emergency like fire or tornado:

- Keep calm. Your safety and the safety of your co-workers and the voters is our first concern
- Gather and secure the following:
  - Yellow Master PEB(s)
  - All Blue Superviser PEBs
  - Official Cell Phone
  - The Precinct Workbook
  - The Roster Workbooks
  - The Signature Poll Books and EPBs
  - ***Voted*** and ***Unvoted*** Ballot Bags containing both blank and voted ballots
  - Provisional Workbook
  - Authority-to-Vote (ATV) Slips

- Go to a safe location, as instructed by public safety officials or as determined by the Voting Location Manager
- As soon as you can, contact the Election Office at (614) 525-4100, option 2 for further instructions

IF AND WHEN YOUR VOTING LOCATION CAN BE RE-OPENED:

- Inspect the voting area
- Report any irregularities or problems to the Board of Elections at (614) 525-4100, option 2
- Continue processing voters

IF POWER GOES OUT, THE VOTING MACHINES HAVE BATTERY BACK-UP SO YOU CAN CONTINUE VOTING.

- Call the Board of Elections Hotline at (614) 525-4100, option 2 to report outage. Allow voting to continue if the location is deemed to be safe.

IF YOU HAVE ANY PROBLEMS, QUESTIONS OR CONCERNS DURING THE DAY

- Call the Board of Elections at (614) 525-4100

FOR PEOS ONLY!
BOARD OF ELECTIONS: (614) 525-4100

GOOD TO KNOW
85% of polling location accidents occur during the setting up of equipment, and most falls occur in the early morning hours.

ACCIDENT PREVENTION & POLLING PLACE PROTECTION

The Franklin County Board of Elections is committed to making each and every polling place as safe and accident free as possible. To that end, we want every PEO to be aware of potential safety hazards and know how to prevent accidents. We've listed the top safety issues and steps for their prevention below.

PREVENT SLIPS, TRIPS AND FALLS

Slips generally occur when floors or other walking surfaces become wet or oily due to cleaning, rain or snow, and leaks. Trips may be caused by materials and debris left in walkways, uneven floor surfaces, improperly secured electrical cords, holes or depressions, bunched floor mats or carpets, and uneven stair risers. Should you be made aware of any of the above hazards, notify your Voting Location Manager immediately. To prevent slips and trips:

KEEP THINGS CLEAN AND CLEAR

- Keep workplaces and floors as clean, orderly and dry as possible
- Keep all aisles and passageways clear, and remove any and all obstructions
- Ensure that aisles are sufficiently wide for voters to walk to voting equipment (36″ per ADA guidelines)

CLEAN SPILLS IMMEDIATELY

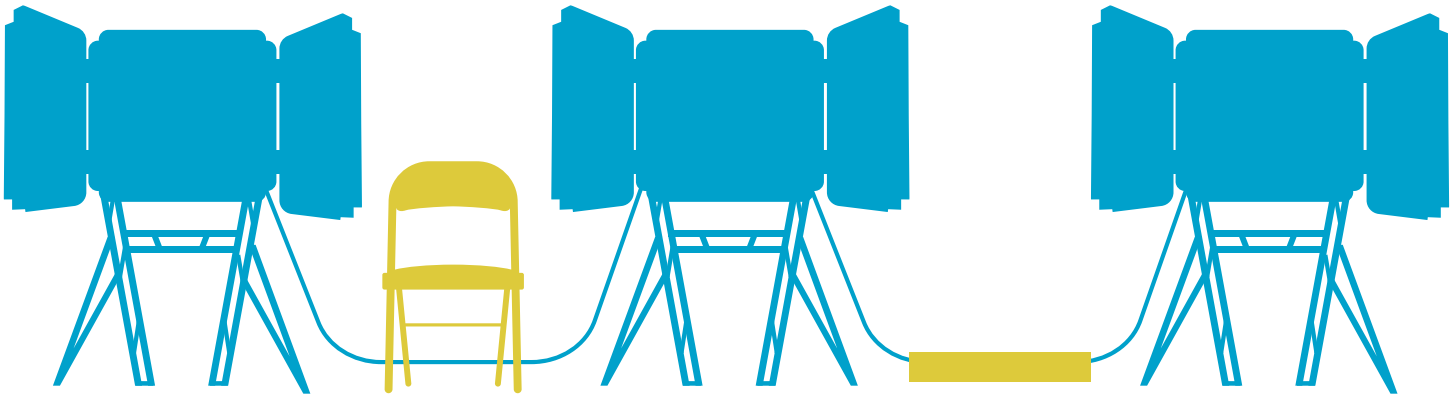
- Alert the building steward and ask him/her to block off any spill as soon as it occurs. Keep it marked until it has been cleaned entirely.

WEAR PROPER FOOTWEAR

- During inclement weather, wear appropriate boots or shoes, and change into your "regular" shoes once inside the Polling Location
- Wear closed-toed shoes rather than sandals for extra protection

SECURE ELECTRICAL CORDS AND OTHER TRIPPING HAZARDS

- Place a chair between two connected machines to prevent people from walking through
- Secure electrical and extension cords between each grouping of two machines with tape placed lengthwide along the cord



PROTECT YOUR HANDS

Statistics indicate that more than 25% of all workplace accidents involve hand and finger injuries. To prevent hand injuries:

Be aware of hand placement

- When handling voting machines, avoid "nip" points, which can pinch or severely injure fingers and hands

KNOW YOUR POLLING LOCATION

- Determine where the exits are in case of fire or emergency
- Know safest place to go during tornados or severe storms
- Familiarize yourself with poorly lighted areas and use a flashlight in the dark to guide you

ASSISTING VOTERS WITH DISABILITIES

GOOD TO KNOW
An ADA Folder with comprehensive information regarding any necessary ADA-compliance changes to your specific voting location will be included in the VLM Supply Bag. Please be sure to read and ensure your voting location meets all stipulations.

Under both state and federal law, Ohio polling locations are required to be accessible to people with disabilities. The Help America Vote Act (HAVA) requires that all voters must have the ability to independently cast a private ballot. The Americans with Disabilities Act (ADA) sets standards for ensuring that people with disabilities have equal access to public services and facilities, including polling locations.

GENERAL GUIDELINES

Here are some guidelines for PEOs when interacting or communicating with all voters who have disabilities.

- Be courteous and respectful.
- Use common sense—it will provide the answers to most questions.
- Do not underestimate persons with disabilities—disability does not equal inability.
- Allow a little extra time to get things done. It is considerate to offer a seat and give unhurried attention to the elderly, those with disabilities, and those who have difficulty speaking or hearing.
- Always speak directly to the voter and not to their companion, aide or interpreter.
- **ASK** before you help. The person may not want or need assistance. Don't insist; respect the voter's wishes.
- Offer assistance discreetly; your courtesy will be appreciated. Once assistance is offered, wait until the offer is accepted. Then listen and wait for instructions.
- Treat adults like ... adults. Never patronize people in wheelchairs by patting them on the shoulder or head.
- Never distract a service animal; they are working.
- If your voting location is in a building with several routes through it, be sure that there are sufficient signs to direct people to the most accessible way around the facility.
- Relax. Common expressions like "see you later" or "walk over here" are unlikely to make a person with a disability uncomfortable; don't be embarrassed if you use one.

ASSISTING VOTERS WITH SPECIFIC DISABILITIES

Voters needing assistance reading/marking the ballot due to blindness, disability or illiteracy may ask for assistance from the individual of their choice with the exception of:

- Their employer
- An agent of their employer
- An office or agent of their union
- A candidate on the precinct's ballot

Voters may also receive assistance from two PEOs, each from a different political party.

VOTERS WHO ARE IN WHEELCHAIRS OR HAVE MOBILITY IMPAIRMENTS

- Make sure chairs are available for the disabled, ill, elderly or pregnant.
- Make sure signs are posted inside and out with regard to parking and other conveniences.
- Do not push or touch a person's wheelchair without prior consent.
- Do not lean or hang on a person's wheelchair; adaptive equipment is an extension of the body and part of someone's personal space.
- Place yourself at eye level by sitting or kneeling when speaking with someone in a wheelchair so that they don't have to look up at you to communicate.
- Ask before helping. Grabbing someone's elbow might throw them off balance. Opening the door for someone leaning on a door might cause them to fall.
- Fasten mats and throw rugs securely or move them out of the way.
- Keep floors as dry as possible on rainy or snowy days.
- Keep the ramps and wheelchair-accessible doors to the voting location unlocked and barrier-free.

VOTERS WHO HAVE SPEECH OR HEARING IMPAIRMENTS

- Gently tap a person who has a hearing impairment on the shoulder or wave your hand to get their attention.
- Follow the voter's cues to determine whether speaking, gesturing or writing is the most effective method of communication.
- Listen carefully and never pretend to understand; instead repeat what you understood and allow the person to respond.
- Do not shout. Your facial expressions, gestures, and body movements can aid in understanding. Face the voter at all times (they may be able to read lips), and keep your face in full light.
- Ask questions that require only short answers or a nod of the head.
- Be patient.

VOTERS WHO ARE DEAF

- Gently tap a person who is deaf or has a hearing impairment on the shoulder, or wave your hand to get their attention.
- Identify who you are by showing your name badge.
- When speaking to the voter, do so calmly, slowly and directly. Do not shout or exaggerate.
- Communicate in writing, if necessary.
- If you are not understood at first, repeat or rephrase your thought.

VOTERS WHO ARE BLIND OR VISUALLY IMPAIRED

- Identify yourself and state that you are a Precinct Election Official as soon as you come in contact with the voter.
- Ask if you may be of assistance and verbally offer your arm to the voter. If assistance is accepted, gently place your arm under the hand of the voter rather than taking the voter's arm.
- If the voter has a guide dog, walk on the opposite side of the voter from the dog. Do not feed, pet or otherwise distract the dog without the permission of the owner.
- When giving verbal directions to navigate the voting location, be as specific as possible and indicate obstacles in the path of travel, For example, "The precinct table is at 3:00; we are processing voters there."
- Let the voter know if you are going to leave them.
- Offer the magnifier sheet to any voter whose vision is impaired.
- Remember that visual impairment or blindness does not equal hearing impairment; do not shout.

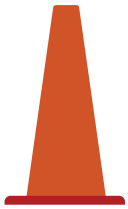
PICTURE OF A PERFECT POLLING PLACE

The VLM Supply Bag contains an ADA Folder of all changes necessary to make your voting location ADA compliant. After making all of the changes listed in your ADA Folder,double check to ensure that the following are in place. The next few pages will provide you with illustrations and more specifics to give you a preview of the sorts of things you'll be asked to do on Election Day.

THESE ITEMS MUST ALWAYS BE IN PLACE	IF NOT CORRECT THE SITUATION
Accessible parking spaces with vertical parking accessibility signs and access aisles. These signs, which include the international symbol for accessibility and fine rates of up to $500, are posted at 60" high. If applicable, "Van" signs should designate van parking space(s).	**Notify a Rover.**
Directional Signs to guide voters to the nearest accessible entrance to the polling place	**Post directional signs** to designate accessible entrances.
Curb cuts, level transitions or temporary ramps that allow voters to get from the parking lot to the sidewalk.	**Call the Election Day Hotline at (614) 525-4100, option 2** and ask for assistance.
Walkways to the polling place that are at least 36" wide. Doorways that are at least 32" wide	**Find a new route to the polling place and place signs accordingly. Leave a 36" pathway through the voting room.**
No obstacles in or on the sidewalk that could cause problems	**Find a new route to the polling place if possible, or post signs directing voters around the problem area.**
Door handles that can be used with a closed fist	**Prop door(s) open.**
No locked doors at any alternate entrances being used specifically for accessibility	**Unlock doors. Prop open, if possible.**
Seats available for elderly, ill, pregnant, or disabled voters	**Place chairs in the voting room and near the lines.**
No tripping hazards like loose mats or unsecured electrical cords	**Do your best to avoid or secure loose mats, cords and wires.**
No objects attached to the wall that protrude more than 4 inches	**Place chairs, trash cans or cones underneath the protruding object(s) to make them cane-detectable.**

EQUIPMENT AT A GLANCE

Many polling locations will be provided with some or all of the following temporary ADA equipment to use on Election Day. Here's a quick overview at what each item looks like, and where it may be used.



TRAFFIC CONES

Place under qualifying wall protrusions, and use to identify tripping hazards and mark temporary handicapped parking spaces.

BLACK RUBBER MATS

Use to level all uneven doorway thresholds and transitions with non-beveled edges measuring more than 1/4" in height.

RUBBER DOOR STOPS

Use to prop open any doors not equipped with attached door stops.

ACCESSIBLE ENTRANCE SIGNS

Use wherever necessary to more clearly mark the route from the parking lot to the accessible entrance.

VOTING TODAY SIGNS

If an accessible entrance other than the main entrance is identified, use these signs to clearly mark the interior route from the door to the voting area.

Van Accessible

$500 Fine

HANDICAPPED PARKING SIGNS

You may receive up to four different types of signs to help you designate handicapped parking spaces. These include:

- **Van Accessible Signs**
  Attach to permanent Handicap Parking signs that do not indicate van accessibility (and are wide enough (8') to accommodate a van and ramp).
- **$500 Fine Signs**
  Attach to permanent Handicap Parking signs that do not already call out $500 Fine.
- **Temporary Handicapped Parking Signs**
  Place at the head of any spaces designated as Handicapped Parking spaces in your ADA folder.
- **Temporary Handicapped/ Van Accessible Signs**
  Place at the head of any spaces designated as Van Accessible Handicapped Parking spaces in your ADA folder.

PARKING LOT

Accessible parking must be provided for people with disabilities in order for them to park and be able to enter and exit their vehicles just like any voter. Most parking lots are already ADA compliant, with the number of ADA spaces allotted based upon a percentage of the total number of spaces in the lot.

Prior to Election Day, a team will have checked for permanent Handicapped Parking spaces at your location. It is your job to set up any designated temporary Handicapped Parking spaces as indicated in your ADA folder.

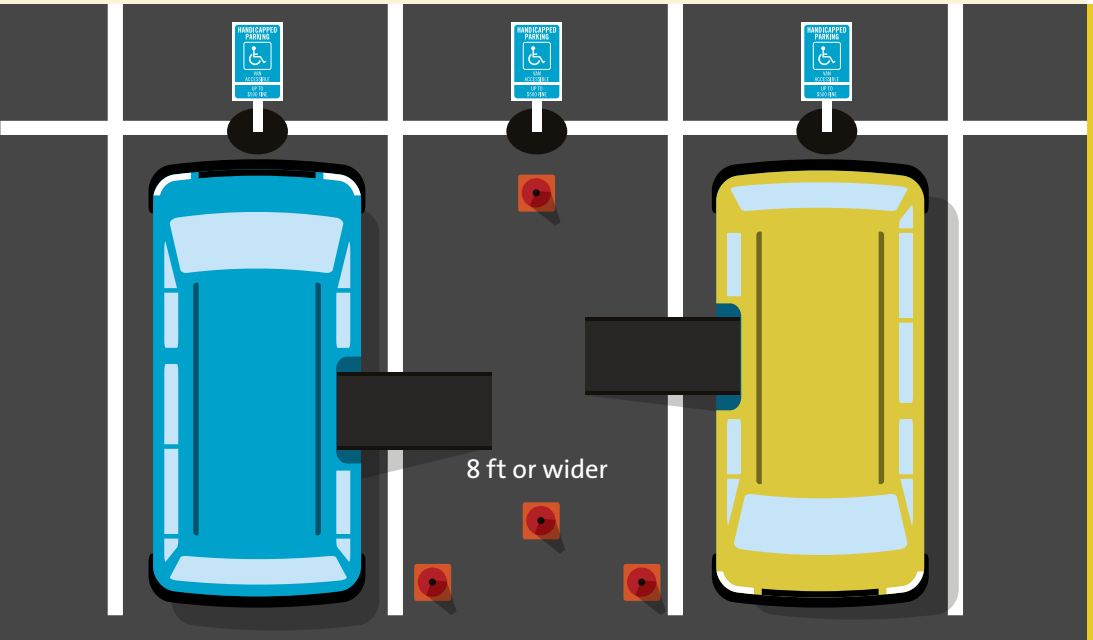
- Permanent ADA-compliant spaces will be wider than regular spaces, marked by vertical signs, painted on-ground wheelchair graphics, or both. If the space is wide enough (8') and the existing sign **DOES NOT** call out Van Accessibility, you will be asked to attach a temporary "Van Accessible" sign to the pole. If the existing sign **DOES NOT** have a "$500 Fine" sign, you will be asked to attach one to the pole.
- The diagram below shows one possible set up of temporary Handicapped Parking spaces in regular width spaces. In this example, a center space has been left open, marked with a Van Accessible sign, and blocked with cones to allow for ramps. Your ADA folder will show you any specific set ups for your location.

GOOD TO KNOW

To attach temporary "$ Fine" and "Van Accessible" to permanent ADA signs, position the temporary sign beneath the existing sign, wrap one loop of the rubber band around the front of one side of the temporary sign, stretch the rubber band around the back of the pole to the other side, and secure the other loop around the front of the other side.

QUICK FIX

Problem: Not enough signs to designate all spaces called for
Solution: Notify a Rover



If a parking space is at least 8 ft wide, it can serve as van accessible space between two parking spaces.

Handicapped parking sign

Van Accessible handicapped parking sign

Van Accessible Sign

$500 Fine Sign

QUICK FIX

Problem: Obstacles or obstructions in walkways
Solution: Mark permanent obstructions with traffic cones; move portable obstacles out of the way.

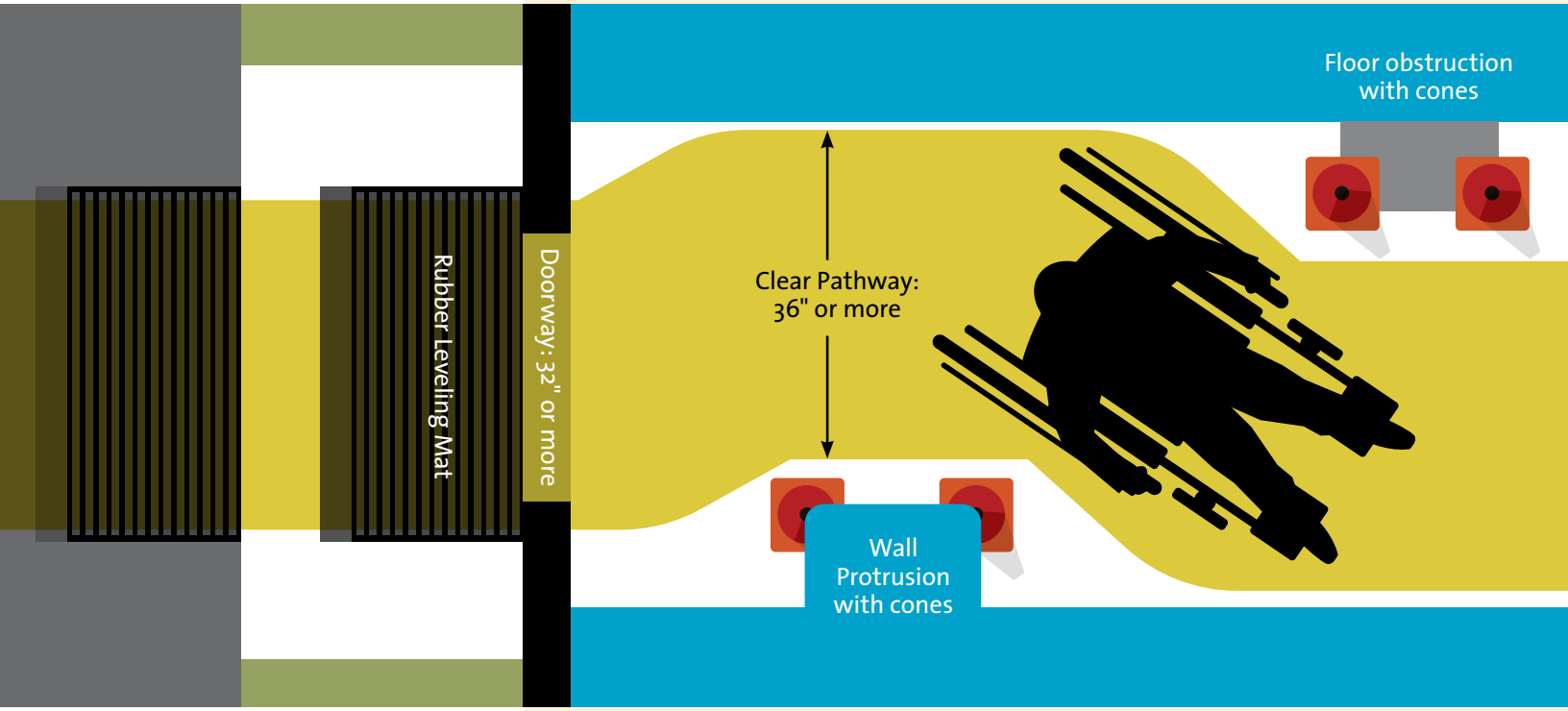
WALKWAYS & TRIPPING HAZARDS

People with disabilities should be able to exit their vehicles, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone—wide enough for wheelchairs, free of tripping hazards, and clear of obstacles.

Walkways and tripping hazards at your specific location will be predetermined before Election Day, and your ADA folder will have specific instructions for you to follow. Basic guidelines are:

WALKWAYS

The accessible walkways at your voting location have been predetermined to be at least 36” wide to allow wheelchair access. As you walk the route outlined in your ADA folder, please check for permanent obstacles that may have been overlooked, and mark any you find with a traffic cone. In the case of obstacles that may have been accidentally moved onto the walkway, e.g. trash cans, thereby narrowing the accessible path, please move them out of the way.



UNEVEN THRESHOLDS & TRANSITIONS

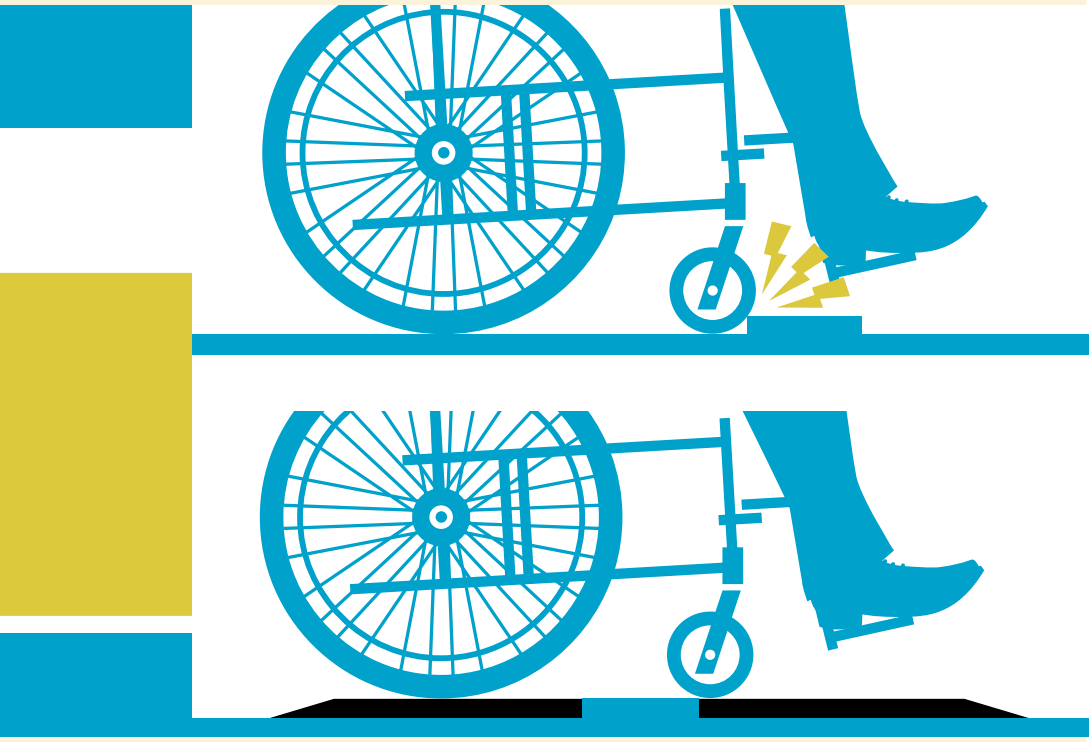
Black rubber mats must be placed on either side of a doorway threshold or transition anytime there is a change in the height of the ground greater than 1/4". If a threshold is beveled, such that a wheelchair can roll up and over smoothly, no mat is needed. If, however, the threshold has a non-beveled edge greater than 1/4" black mats must be place on either side to smooth and even the transition.

FLOOR OBSTRUCTIONS

From heat grates to potholes to the metal cleat cleaners found in some school entrance ways, floor obstructions must be clearly marked. Use traffic cones to mark any potential obstructions, and create a clear path around them.

QUICK FIX

Problem: Uneven doorway threshold or transition
Solution: Level the surface with black rubber mats placed on either side as necessary.



DOORS & DOORWAYS

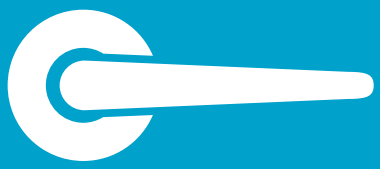
All voters, regardless of disabilities, should be able to open doors independently and move freely through the doorway. Please double check to ensure that each doorway on your location's accessible route is:

EQUIPPED WITH AN ACCESSIBLE HANDLE

All door handles must be operable with one hand without requiring grasping, turning or twisting. Lever-type handles that can be pushed down with a closed fist may remain closed. Doors with all other types of handles must be propped open.

GOOD TO KNOW

If an exterior door does not have an accessible handle and must be propped open, as a courtesy advise the facilities manager or other person in charge of your voting location building of the necessity to keep the door propped. It's likely that they have already been informed, but it's always nice to make sure they understand the situation.

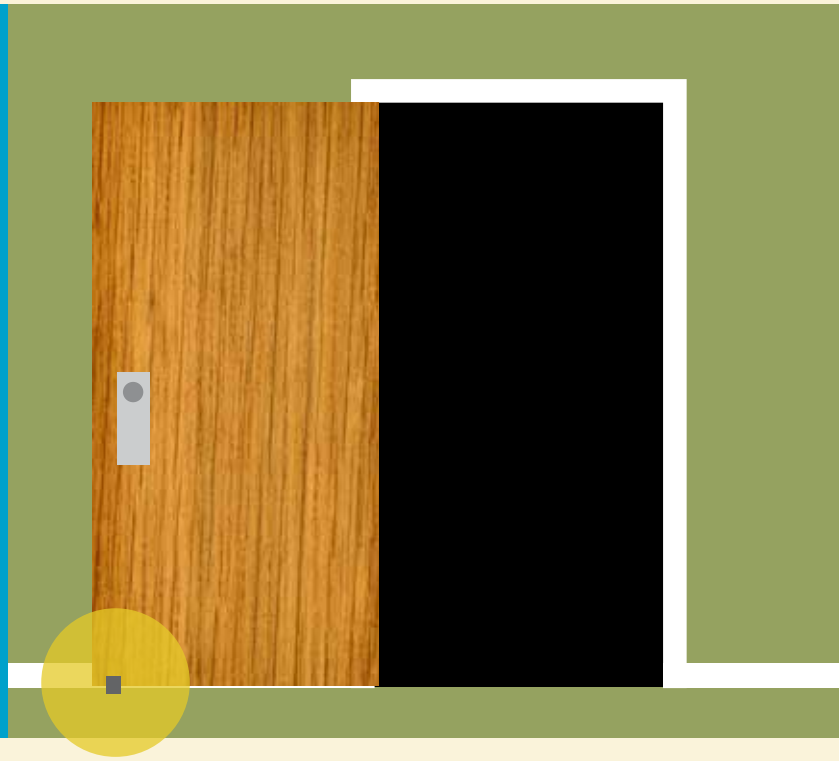


ADA lever-type handle

QUICK FIX:

Problem: Door handle can't be operated with a closed fist

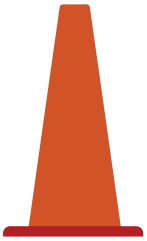
Solution: Prop door open with attached stopper or with temporary rubber stops found on the Machine Cart



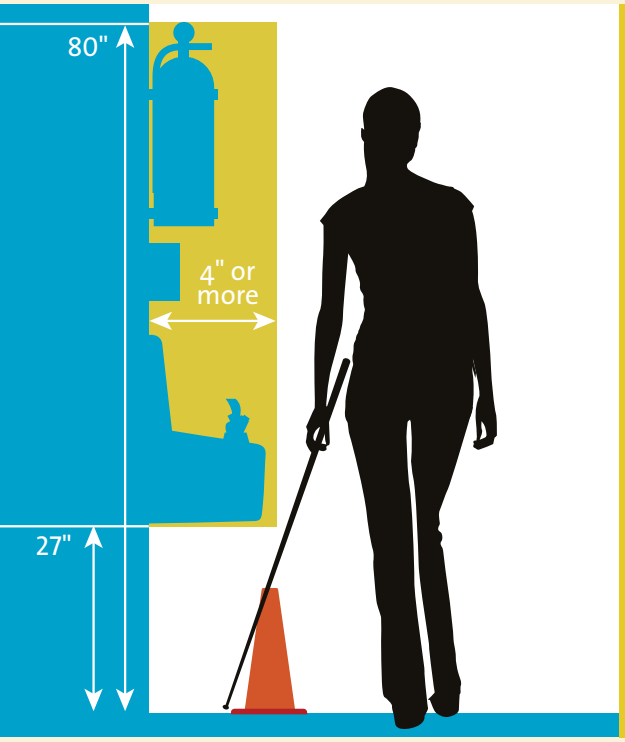
WALL PROTRUSIONS

The interior accessible route must connect the Accessible Entrance with the designated voting area or room. Hallways, lobby areas, corridors, and interior rooms and spaces must all be checked for wall protrusions that could impede the circulation path or cause injury.

- Your ADA folder will identify any and all objects that protrude 4” or more into the circulation path, and that are between 27” and 80” from the floor. It is your job to place a traffic cone underneath each one, if any.
- If the wall protrusion has a corner that juts out farther than its base, a cone must also be placed directly beneath the corner.



QUICK FIX:
Problem: You spot a wall protrusion that wasn’t called out in your ADA Folder, but which you think could cause an injury.
Solution: Go ahead, and place a traffic cone beneath it just in case; It’s always better to be safe than sorry.



Typical protrusions:
Drinking fountains
Defibrillators
Fire alarm boxes
Trophy Cases
Air Conditioners
Fire extinguishers
Counter Tops

WAYFINDING

Directions to Alternative Entrances

An accessible polling location must have at least ONE accessible entrance–connected to an accessible route to the voting area—that a person with a disability can access independently.

Your ADA folder will have instructions as to where to place way-finding signs in order to show the way to a designated handicapped-accessible entrance. Once you've posted all the signs, walk the route again to ensure all signs are positioned correctly. Specifically:

- Make sure at least one "Accessible Entrance" sign is visible from the Handicap parking spaces.
- As you walk the route, stop by each "Accessible Entrance" sign and make sure you can see the next sign.
- Ensure that all signs are positioned with the arrows pointing the correct way.
- Crouch to seated height to ensure no bushes or other obstacles are blocking the view of the next sign.

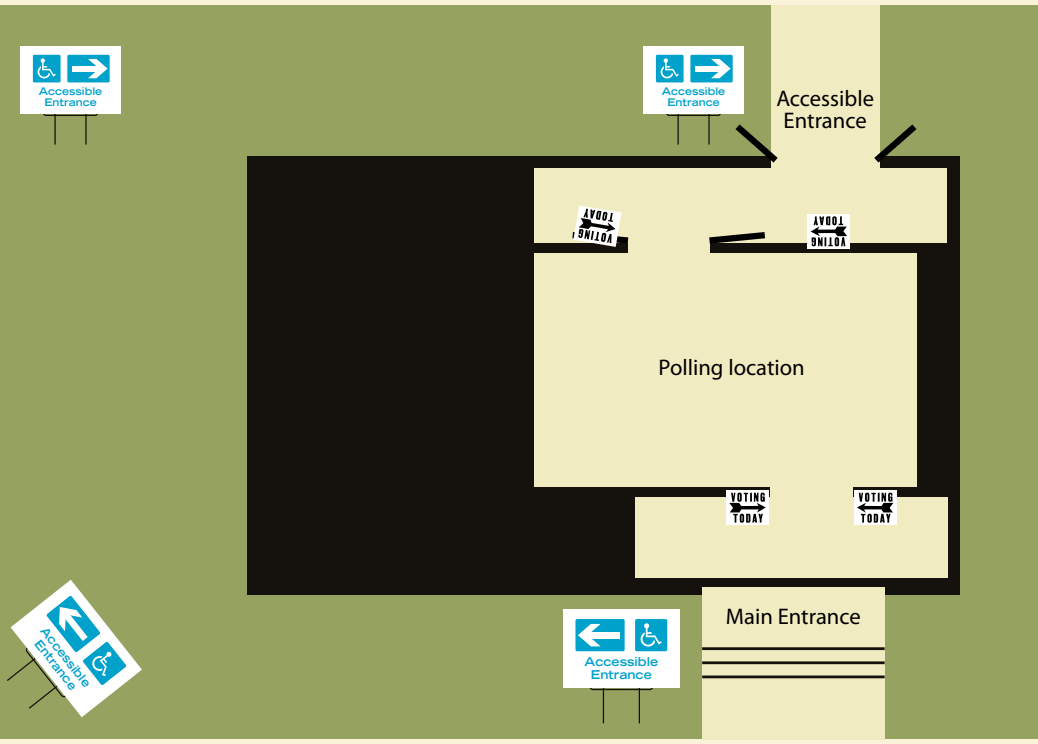
If, after walking the route, you determine more signs are needed, place them as necessary.

GOOD TO KNOW

Remember to think about the interior route from the accessible entrance to the voting area. It may be necessary to post additional "Voting Today" signs along the new interior route to make the way clear.

QUICK FIX

Problem: Signs difficult to see
Solution: Reposition signs slightly, or add more signs



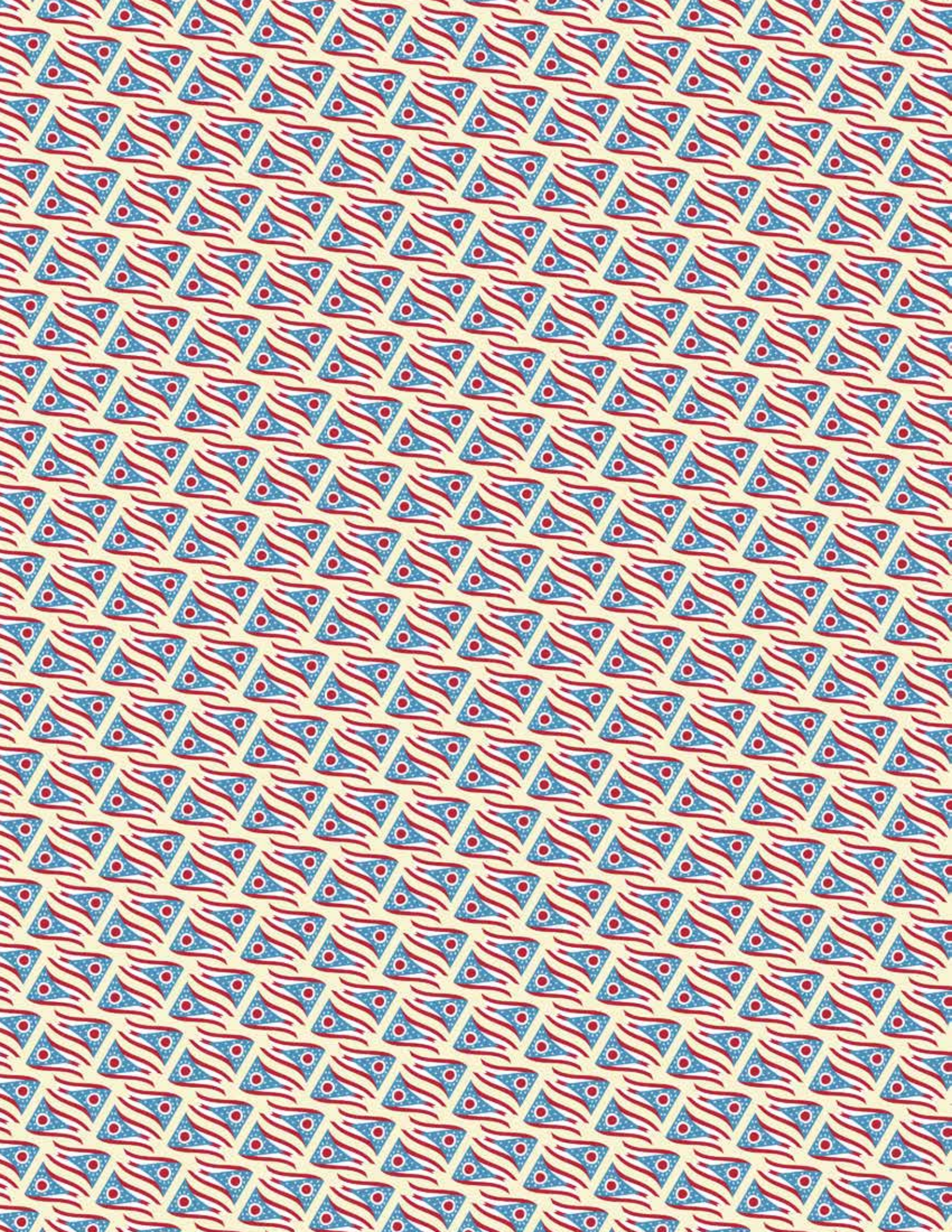
CURBSIDE VOTING

When a voter is unable or unwilling to enter the Polling Location, it is every PEO's responsibility to make sure he or she is given the opportunity to cast his or her ballot from a curbside vehicle. Although Curbside Voting falls under the ultimate purview of the Voting Location Manager, ALL PEO's are permitted to help any voter who chooses to vote curbside. Please see the Voting Location Manager section of this manual for further details on assisting Curbside Voters.

ONCE AGAIN, PLEASE REMEMBER:

A team will have visited every voting location prior to Election Day to determine the temporary ADA needs of each specific site. Your role is not to change their decisions, but merely to follow the simple instructions in the official ADA folder in your VLM Supply Bag.

We're confident that our ADA team will have covered all the important bases to make each location accessible to all, but if you see something that you think might have been missed, discuss it with your rovers when they visit your location during the day.



THE VOTING LOCATION MANAGER

As a voting location Manager, it is your job to:

- pick up the Election Day supplies
- oversee the set up of the voting location
- check and arrange the location, inside and out
- manage the polling place throughout the day
- be able to perform the duties of all other judges and fill in as needed
- supervise break down of the voting location
- assist in the completion of necessary forms
- return Election results

Remember, as the VLM, your behavior sets the tone for the entire election. Be sure to treat all PEOs and voters with the utmost courtesy.

WHERE TO FIND WHAT YOU NEED:
This section of the manual contains everything you, as a Voting Location Manager, need to know.

PART ONE: PRIOR TO ELECTION DAY	**PP. 32 TO 34**
Visiting the voting location	p. 32
Picking up the Election supplies	p. 33
PART TWO: ELECTION DAY: BEFORE THE POLLS OPEN	**PP. 36 TO 42**
Getting Started	p. 36
Voting Location Set-up	p. 38
PART THREE: DURING THE ELECTION	**PP. 44 TO 54**
Managing the Polling Place	p. 44
• Knowing Who's Who	p. 44
• Challenging Voters	p. 49
• Curbside Voting	p. 50
• Replacing RTAL Paper	p. 52
• Using the Problems and Corrections Page	p. 54
PART FOUR: CLOSING THE POLLS	**PP. 55 TO 58**
Closing the Polls	p. 55
Voting Location Break Down	p. 56
PART FIVE: AFTER THE ELECTION	**P. 59**
Returning Election Results & Supplies	p. 59
APPENDIX	**PP. 60 TO 82**

AS VOTING LOCATION MANAGER, YOUR RESPONSIBILITIES BEGIN WELL BEFORE ELECTION DAY.

Before Election Day:

- ☐ Visit your voting location.
  - ☐ Check parking and accessibility for disabled voters.
  - ☐ Find out where voting location is to be set up, and which door will be unlocked at 5:30 a.m.
  - ☐ Check availability and possible placement of tables and chairs.
  - ☐ Ensure you have a contact number for a person in the facility in case you are in need of assistance.
  - ☐ Check for the location of lights, light switches, and power outlets.
  - ☐ Verify that the correct machine carts have been delivered, or confirm with the Board of Elections when they will arrive at their intended location.
  - ☐ Check on availability of restrooms, kitchen, microwave, refrigerator and/or water.
  - ☐ Thank your building contact for use of the facility.
  - ☐ Do not remove voting machines from carts or attempt to set anything up prior to the morning of the Election!

- ☐ Verify you have received a Supply Pick-up Card (APPENDIX VLM-6) in the mail. Please notify the BOE if you did NOT receive.

On the Sunday before Election Day:

☐ Pick up your VLM Supply Bag and Electronic Poll Book case(s) at the Board of Elections Warehouse.

- Drive through the BOE Warehouse located at 1700 Morse Road anytime between 9:00 a.m. and 1:00 p.m.
- Don't forget to bring your signed Supply Pick-up Card
- Check for a tag on your Supply Bag indicating whether a key to your pollling location is enclosed

YOUR ELECTRONIC POLL BOOK CASE IS SEALED WITH A BLACK SECURITY LOCK TIE; **DO NOT BREAK THE SEAL** BEFORE ELECTION DAY.

On the Sunday or Monday before Election Day:

☐ Check all supplies in the VLM Supply Bag against your Supply Checklist (APPENDIX VLM-1) to make sure you have everything you need.

- Be certain to check for the ADA Folder with specific instructions/ diagrams concerning parking and accessibility for disabled voters.
- If any of your supplies are missing, call (614) 525-6703 immediately.

IT IS IMPERATIVE THAT YOU CHECK YOUR VLM SUPPLY BAG FOR THE ADA FOLDER CONCERNING PARKING AND ACCESSIBILITY FOR DISABLED VOTERS AS INSTRUCTIONS MAY HAVE CHANGED, AND WE MUST ENSURE COMPLIANCE.

☐ If you received a Supplemental Absentee Voter List (APPENDIX VLM-3), record each absentee voter on the list in the Signature Poll Book, by writing "ABS/PROV" in the voter's Signature Block (see below).

☐ Also mark the pink, green and white Register of Voters Lists.

GOOD TO KNOW

The Supply Checklist (APPENDIX VLM-1) is a detailed list that identifies which supplies you should have at the beginning of the Election and where they are located, and which supplies (marked with a yellow triangle) need to be returned on Election night to the warehouse.

GOOD TO KNOW

To retrieve official messages on your BOE cell phone, use pass code 1234. Under no circumstances is this pass code to be changed.

- ☐ Familiarize yourself with your cell phone and charge it so that it is ready to go when you leave for the voting location on Election Day.

On the Monday before Election Day:

- ☐ A courier will deliver a log-in password for you to use to open the Electronic Poll Book. A second password is sealed inside the case to be opened by a PEO of a differing political party. If you don't receive the password, call the BOE.

- ☐ The courier will also deliver an updated Supplemental Absentee Voter List OR a notice of NO NEW absentee voters. In the case of the former, record names by writing "ABS/PROV" in the voter's Signature Block. Please note, you will also receive an email with the same information.

NOTES

GOOD TO KNOW
In the VLM Supply Bag you will find a form to help you determine the number of seals you will need at the end of the day.
See Appendix VLM-13

GETTING STARTED CHECKLIST

- ☐ Plan to arrive at your polling location at 5:30 a.m.
- ☐ If you are unable to get into your polling place at 5:30 a.m., check to see if a key to the location has been placed in the VLM Supply Bag. If not, call the Election Day Hotline immediately at (614) 525-4100, option 2.
- ☐ Double check the ADA Folder with compliance instructions in the Supply Bag concerning parking and accessibility for disabled voters. Execute any instructions therein.
- ☐ Once inside the polling place, plug your cell phone back in to ensure it stays charged throughout the day.
  - Locations with three or more precincts will receive at least two phones.
  - Be sure to keep all phones on for the entire day and answer when they ring. Also ensure they remain in a secure location.

THE KEY ATTACHED TO THE CELL PHONE BAG OPENS THE SECURITY LOCKS ON ALL VOTING MACHINE STORAGE CARTS. MAKE SURE YOU KNOW WHERE IT IS AT ALL TIMES.

THE BOE CELL PHONE IS NOT TO BE USED FOR MAKING OR TAKING PERSONAL CALLS, TEXT MESSAGING OR WEB BROWSING. THESE CHARGES WILL BE BILLED TO THE BOARD OF ELECTIONS, AND IN TURN WILL BE BILLED TO THE VOTING LOCATION MANAGER WHO EITHER USED OR ALLOWED OTHERS TO USE THE PHONE FOR PERSONAL BUSINESS. A VLM WHO ALLOWS CELL PHONE ABUSE WILL NOT BE ALLOWED TO ACT AS A PEO IN ANY FUTURE ELECTIONS.

- ☐ If you find any supplies to be missing, call the Election Day Hotline at (614) 525-4100, option 2.

☐ As workers arrive, check their names off on the Worker List in your VLM Supply Bag.

☐ Have each PEO complete the Oath/Payroll Record/ Ethics Policy Acknowledgement Form (APPENDIX VLM-4) in the Precinct Workbook.

- ☐ Have all PEOs read aloud the Oath of Office, printed at the top of the form.
- ☐ Have all PEOs confirm that they have read the Secretary of State's Ethics Policies and Expectations for PEOs (APPENDIX D).
- ☐ Have all workers print their name, provide their signature and full mailing address, and record the time they arrived.

Ask a Roster Judge of a different party to ensure that the absentee voters listed on the Supplemental Absentee Voter List were recorded in both the Signature Poll Books and The Register of Voters Lists.

☐ If not all PEOs have arrived in a timely manner, call (614) 525-4100, option 1, to report the names of those workers who did not show up.

- If a replacement PEO is needed, either:
  1. The BOE will send a replacement to your polling location, OR
  2. You must obtain permission from the BOE to appoint a replacement PEO on the spot.
     - ☐ Complete the In Case of Vacancy form (APPENDIX VLM-5) whenever you appoint a PEO on the spot.
- Be sure to obtain the Social Security Number and phone number for any PEO you appoint ON Election Day.
- Ensure that the new PEO completes the Oath/Payroll Record/ Ethics Policy Acknowledgement Form.

GOOD TO KNOW
The flags are required by law to identify the outer boundary of the 100-foot electioneering-free zone for the polling place.

GOOD TO KNOW
You can use sand-filled plastic jugs or other heavy objects to secure signs and flags if no grassy area is available.

VOTING LOCATION SET-UP

As a Voting Location Manager, it is your job to oversee the set up of the voting location, including the voting machines, room arrangements, and placement of signs, flags, and temporary ADA equipment, inside and out.

Your polling location should be set up to be efficient, convenient and accessible to all voters, including persons with disabilities. Although some polling locations offer a significant challenge, you need to ensure that the flow of traffic is logical, and that all equipment can easily be assessed by elections officials and voters.

THE IDEAL POLLING LOCATION

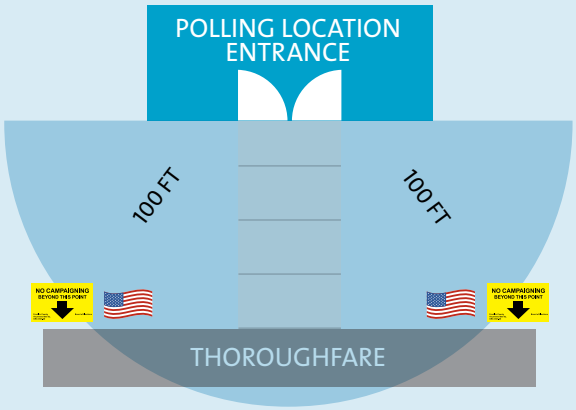
In general, you want to set up your polling location to ensure:

- PEOs can observe voters entering, going through the voting process, and leaving
- Every step of the voting process is open to the voter's view (except, of course, how others are voting)
- All voters, including those with disabilities, can easily get into and out of the polling place, and have access to any voting device
- Voters can move easily from the Roster Table to the place where they receive their ballot to vote, and then to the exit
- Machines or voting compartments are arranged for privacy and safety
- Directional signs are posted outside the entrance and throughout the building
- Small flags and "No Campaigning" signs are placed 100 feet from the entrance
- Large flag is placed at the main entrance
- All required signs and voter registration lists are prominently posted inside the polling location
- Tables and materials are organized efficiently, and all necessary voting supplies are easily accessible to PEOs
- Food, drinks and snacks are located in an area separate from voting supplies and equipment.

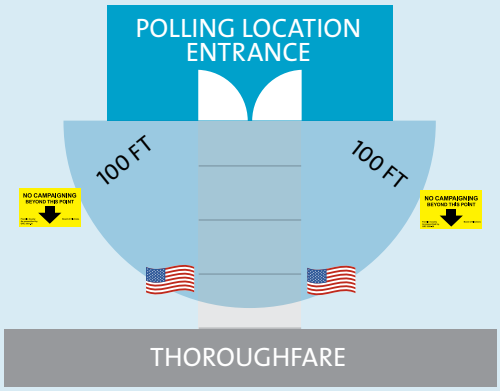
PLACEMENT OF FLAGS AND VOTING/CAMPAIGNING SIGNS

- ☐ Remove the small U.S. flags and the yellow "No Campaigning Beyond This Point" signs from Compartment #1 of the Machine Cart.
- ☐ Remove the large U.S. Flag from the Machine Cart and place at the main entrance to the voting location.
- ☐ Place at least two small flags and the yellow "No Campaigning Beyond This Point" signs 100 feet from the entrance to the voting location. See diagram below.
  - Use the 100-foot ball of string in your Office Supplies Kit to measure the correct distance if necessary.
  - If there is no place to post the signs (i.e. no grassy area, etc.), place them as far as possible **without going over 100 feet**.

Campaigning is prohibited within 100 feet of the entrance or entrances voters must use, as well as within the entire building itself.



In the above diagram, the 100-foot radius overlaps the thoroughfare. Notice that the area within which campaigning is prohibited extends across the street.



In the above diagram, the 100-foot radius does not overlap the thoroughfare. Place flags and signs accordingly.

- ☐ Strategically place the "Voting Today" signs from the entrance through the voting location to guide voters through the building.

- ☐ Tape the remaining voting location signs inside to a prominent location where voters can easily see them:
  - ☐ Instructions for using the ES&S iVotronic Voting Machine System
  - ☐ Voting Rights Information Poster
  - ☐ Special Voting Instructions Poster (indicates how to cast a regular and provisional ballot)
  - ☐ Notice of Double Voting Signs
  - ☐ Official Sample Ballot
  - ☐ Full Text of Condensed Ballot Language (for a question or issue on the ballot)
  - ☐ Area Map

PLACEMENT OF TABLES, VOTING MACHINES AND PAPER BALLOT BOOTHS

Please refer to "Sample Room Layouts," APPENDIX VLM-7.

☐ Working with the Machine Judge(s), determine the best placement for the voting machines, taking the need for electrical outlets into consideration.

- Please plan for where voter lines will form, and place machines where waiting voters cannot see the screens of the machines while others are voting.

☐ Work with Roster Judge(s) to position the Roster Tables to ensure an unobstructed flow of voters from sign-in to voting.

Tables should be positioned so that PEOs are able to:

- Monitor activity at the entrance so that no one can enter the polling place unobserved
- Ensure that everyone who enters the polling location checks in

☐ Working with the Paper Ballot Judge(s), determine the best placement for the paper ballot booth(s) and table.

KEEP ALL ELECTION SUPPLIES AND MATERIALS SECURE, INCLUDING WORKBOOKS, FORMS, PAPER BALLOTS, POLL BOOKS, AND **VOTED** AND **UNVOTED** BALLOT BAGS

GOOD TO KNOW:
Stand at each machine after you've set them all up to see how comfortable you would feel voting there. Can you see the other touch screens? Can they see yours? Adjust machine doors accordingly.

"Set up for others as you would have them set up for you."

LOGGING INTO ELECTRONIC POLL BOOKS

It is your responsibility to log into the Electronic Poll Book(s)

- ☐ Deliver the Electronic Poll Book Case to the Paper Ballot Judge, who will remove and record the black security lock tie
  - Once Paper Ballot Judge has set up the Electronic Poll Book according to the Electronic Poll Book User Guide, you will be responsible for performing application log-in
- ☐ Secure the assistance of a PEO of a different political party
- ☐ Have the other PEO open the envelope inside the Electronic Poll Book case containing the second application log-in password
- ☐ Using the password delivered to you by the courier on the Monday before the election, log into the Electronic Poll Book following the instructions in the Electronic Poll Book User Guide

NOTES

GOOD TO KNOW
As VLM, it's your responsibility to confirm poll opening and closing times. Refer to the time displayed on the BOE cell phone to determine 6:30 a.m. poll opening and 7:30 p.m. poll closing times.

MANAGING THE POLLING PLACE

As a Voting Location Manager, your job is to ensure that everything runs smoothly during the Election. From monitoring who is in your polling place to dealing with electioneering, assisting the other judges to keeping track of problems and corrections, it's up to you to make sure all PEOs are working as an integrated team.

Knowing who's who

THE FOLLOWING PEOPLE ARE ALLOWED IN THE POLLING PLACE:

- **VOTERS**
- **CHILDREN OF VOTERS who are not yet of voting age**
- **OTHER PERSONS ASSIGNED TO A PRECINCT by the Board of Elections or the Secretary of State**
- **THE SECRETARY OF STATE'S LEGAL REPRESENTATIVE(S)**
- **EMPLOYEE(S) OF THE FACILITY housing the polling place**
- **PERSONS ASSISTING VOTERS**

  A voter may ask for assistance in marking the ballot because of blindness, disability, illiteracy or language barrier. The voter may choose anyone he or she wants to provide assistance with the exception of:

  - their employer
  - an agent of their employer
  - an officer or agent of their union, if any
  - a candidate on the precinct's ballot.

The voter may also receive assistance from two PEOs, each from a different political party. A voter may designate an Attorney-in-Fact to sign all election-related documents on his/her behalf and in his/her presence. The Attorney-in-Fact designation is specific to Ohio election law and is not a general power of attorney. If such an Attorney-in-Fact is on file with the Board of Elections, it is required to be noted in the Poll Book.

- **PERSONS CHECKING THE REGISTER OF VOTERS LISTS**

  Any person may enter the polling location for the sole purpose of checking the Register of Voters List that is posted at 6:30 a.m., and

updated at both 11:00 a.m. and 4:00 p.m. Such persons may not wear any electioneering clothing or accessories, and may not interfere with or disrupt the election. They may not take the posted Register of Voters List, and officials should take care to position it in such a way that it cannot be removed unnoticed. Persons checking the lists may take notes or photos, but should not talk on cell phones while in the polls.

THE FOLLOWING PEOPLE ARE ALLOWED IN THE POLLING PLACE WITH PROPER CREDENTIALS FROM THE COUNTY BOARD OF ELECTIONS:

- **CERTIFIED POLL OBSERVERS (bearing a certificate of appointment)**

  Certified Poll Observers must be appointed by the political parties, groups of candidates, or issue committees to observe the conduct of the Election. They are allowed in the Polling Location before (as early as 6:00 a.m.), during, and after the Election.

Before you permit an observer into the precinct's voting location, you must:

- Verify that he or she has a Certificate of Appointment for your location or precinct from a political party or other group. (*No Certificate, no admittance. Period.*)
- Retain the Certificate of Appointment while the Observer is on the premises
- Complete the Observer Log Sheet (APPENDIX VLM-12) (on which you will log the in and out times of the visit)
- Have the Observer read aloud the oath on the Log Sheet before signing the log

Observers may:

- Watch, observe intently or assess activities
- Be in and about the polling place
- Observe discussions between Precinct Election Officials and ask questions (but not interfere)
- During downtimes, engage precinct election officials in casual conversation, including gathering information about how the voting location is being run.

GOOD TO KNOW

You are encouraged to inform the Board of Elections of press visits to your voting location or ask for further advice by calling (614) 525-5351.

Observers may not:

- Handle materials
- Disrupt or intimidate voters or PEOs
- Violate the secrecy of the ballot or the privacy of the voter
- Use cell phones, digital phones, or other devices to discuss the Election within the Polling Location
- Take photographs or record video within 20 feet of a voter
- Interfere with PEOs or slow down the operation of the polling location
- Interfere with voters in a way that interferes with or disrupts the Election
- Serve as enforcers of the laws
- Act as advocates for voters in front of the PEOs
- Engage in any kind of election campaigning

IF ANY VOTER OR PRECINCT ELECTION OFFICIAL COMPLAINS ABOUT THE ACTIONS OF AN OBSERVER, THE OBSERVER IS TO BE WARNED, AND CAN BE ASKED TO LEAVE THE PREMISES BY THE VLM UPON THE SECOND VIOLATION. IN THIS CASE, THE VOTING LOCATION MANAGER SHOULD ALREADY HAVE THE OBSERVER'S CERTIFICATE OF APPOINTMENT AND DOCUMENT THE SITUATION ON THE PROBLEMS AND CORRECTIONS PAGE IN THE PRECINCT WORKBOOK.

- **CREDENTIALED MEMBERS OF THE MEDIA**

  Representatives of the press are permitted inside the voting location—a right to access expressly protected by the First Amendment of the U.S. Constitution. However, they may not interfere with the PEOs, with voters' activities, or with voters signing in or voting. (See R.C. 3501.33 and R.C. 3501.35.) You may speak to the media, but your primary responsibility and focus is to lawfully manage your polling location, and carry out the official duties of a PEO.

While members of the media are in your polling location, you should:

- Ask to see credentials
- Control the length of time they spend in the voting location
- Direct them to acceptable locations, taking into consideration the room layout and length of lines
- Warn them if they are engaging in unacceptable behavior and, if necessary, ask them to leave the premises

Members of the media may:

- Take pictures of the polling place, but not of a voter's ballot screen on a voting machine or of a voter's paper ballot

Members of the media may not:

- Interfere with voters or PEOs
- Compromise ballot secrecy or voter privacy

THE FOLLOWING PEOPLE ARE NOT ALLOWED IN THE POLLING PLACE:

- **ANYONE OF VOTING AGE WHO IS NOT ELIGIBLE TO VOTE AT YOUR LOCATION AND IS NOT DESCRIBED IN THIS SECTION.**
- **CANDIDATES OR CAMPAIGN WORKERS WHO ARE CAMPAIGNING OR ELECTIONEERING.**

OF COURSE CANDIDATES AND CAMPAIGNERS ARE ALLOWED TO VOTE, BUT THEY MUST NOT WEAR ANY ELECTIONEERING CLOTHING OR ACCESSORIES WHILE IN THE POLLING LOCATION.

- **POLLSTERS**

  Pollsters conducting polls are not allowed inside the polling location. They are permitted to be outside the polling location—even within 100 feet of the entrance—but they should not interfere with an orderly voting process. Pollsters may not be located within 100 feet of the entrance if they are wearing clothing or accessories that promote or oppose any candidate or issue on the ballot.

GOOD TO KNOW

If a voter shows up to vote wearing campaign paraphernalia, please ask them to remove it or cover it as necessary. A voter who refuses to do so must be allowed to vote if the voter is entitled to do so (Revised Code 3501.33). You must report any such incident to the Board of Elections.

GOOD TO KNOW

It's a good idea to check outside several times a day to ensure that electioneering is not occurring within 100 ft of the location.

- **PEOPLE WHO ARE ELECTIONEERING**

  Campaigning/Electioneering or the posting and/or distribution of campaign material within 100 feet of the voting location is illegal. NOTE: If the line of waiting voters extends past the safe zone of 100 feet from the entrance to the voting location, electioneering is prohibited within 10 feet of any voter waiting outside the 100-foot zone to vote.

Electioneering includes, but is not limited to:

- The display, wearing or distribution of political badges, T-shirts, hats, stickers, pins, buttons, campaign literature, newspapers and magazines with political covers, or any other campaign paraphernalia
- Any discussions of a political nature by voters, PEOs, or anyone else in the polling location, including cell phone conversations

IF YOU EXPERIENCE ANY ISSUES OR PROBLEMS WITH ELECTIONEERING, CALL THE ELECTION DAY HOTLINE AT (614) 525-4100, OPTION 2.

CHALLENGING VOTERS

A VOTER MAY ONLY BE CHALLENGED BY A PRECINCT ELECTION OFFICIAL FOR ANY OF THE FOLLOWING REASONS:

- Not a resident of Franklin County
- Not a resident of Ohio
- Not a U.S. Citizen
- Not of legal voting age

If challenged by a Precinct Election Official, you must:

- ☐ Have the voter complete the Affidavit Oath Examination of Person Challenged Form (APPENDIX VLM-9) in the Roster Workbook
- ☐ Give the voter a regular ballot if PEOs are ABLE to determine that he/she is eligible to cast a ballot
- ☐ Give the voter a provisional ballot if PEOs are UNABLE to determine if he/she is eligible to cast a ballot

If the challenged voter refuses to fill out the Affidavit Oath Examination, you must:

- ☐ Give the voter a provisional ballot
- ☐ Make a note on the Problems and Corrections Page (APPENDIX VLM-11) in the Precinct Workbook

FOR PARTISAN PRIMARY ELECTIONS ONLY:

If a voter wishes to vote a party's ballot different from their registered party, the voter must complete a statement at their polling location confirming the change in their political party affiliation (Revised Code 3513.19, 3513.20)

Form 10-X, Statements of Persons Challenged as to Party Affiliation for Primary Elections Only (Appendix RJ-7) will be located in the Roster Workbook where applicable. This statement states that the person desires to be affiliated with and supports the principles of the political party whose primary ballot the person desires to vote.

GOOD TO KNOW

It's a felony to falsify an Election document (Revised Code 3505.20) Call (614) 525-3100 if you suspect falsification.

GOOD TO KNOW
The Signature Poll Book and Voting Machines NEVER leave the voting location, even for curbside voters.

CURBSIDE VOTING CHECKLIST

Curbside Voting is a method of voting that allows a voter who is unable to access the polling location's voting space to cast a paper ballot outside the voting space. When notified that there is such an individual who would like to vote, it is your responsibility as VLM to ensure that two PEOs from differing political parties follow these steps:

☐ Take Curbside Voting Envelope (VLM-14) to the voter, and retrieve the information necessary to complete STEP 1-A on the front of the envelope.

- Do not take the Signature Poll Book out of the voting space.
  - ☐ Ask the voter to state his/her name
  - ☐ Ask the voter to state his/her current address
  - ☐ Ask the voter for his/her identification and ensure that it is valid.
  - If the voter provides a non-photo ID, you will need to verify that the information on the ID matches stated name and address, as well as the name and address in the Signature Poll Book (see below)
  - If the non-photo ID does not match the voter's stated name and address, the voter becomes a Provisional Voter and will use a Yellow Provisional Envelope.

☐ Have the Voter complete STEP 1-B, signing the Curbside Voting Envelope, and then return the envelope to you.

☐ Return to the voting area to complete paperwork

☐ Verify that the Information provided by the Voter in Step 1-A on the front of the Curbside Voting Envelope matches the information in the Signature Poll Book.

- If the voter's stated address doesn't match the one in the signature poll book BUT it does put him/her in the same precinct AND the voter presented a photo ID, continue filling out the Curbside Voting Envelope.

- If the voter's stated address doesn't match the one in the signature poll book and the voter presented a non-photo ID, write "void" on the front of the Curbside Voting Envelope or tear it in half, and put it in the Spoiled Ballots envelope for return to the Board of Elections. Fill out a Yellow Provisional Envelope for the voter instead.

☐ Once all information has been verified, fill in the following information under Step 2 of the Curbside Voting Envelope:

- ☐ Voter ID #
  - 9-digit number printed above voter's name and address in the Signature Poll Book
- ☐ LID #
- ☐ Precinct Identifier
- ☐ Ballot Style

☐ Write "Curbside" in the Signature Box of the Signature Poll Book

☐ Fill in circle of the party affiliation selected by the voter in the Signature Poll Book

☐ Fill in the "If Voter Signed" Circle in the Signature Poll Book

☐ Fill out an Authority-to-Vote Slip, using the information from Step 2.

☐ Take the Curbside Voting Envelope and completed Authority-to-Vote Slip to the Paper Ballot Judge's table.

☐ Using the information on the Authority-to-Vote Slip, choose the correct paper ballot.

☐ Place a tick mark in the appropriate "ongoing count" box of the Paper Ballot Reconciliation Sheet (Appendix PBJ-10) in the Paper Ballot Judge's Workbook.

☐ Place the Authority-to-Vote Slip inside the Authority-to-Vote Envelope.

☐ Take the appropriate paper ballot and Curbside Voting Envelope back to the voter.

☐ Wait while the voter votes the ballot and seals it in the Curbside Voting Envelope.

☐ Return to the voting space and have two PEOs sign and date the Curbside Voting Envelope, and deposit it into the Voted Ballot Bag(s).

GOOD TO KNOW

The Real Time Audit Log (RTAL) Paper Record is the official ballot for the purpose of a recount. If the RTAL Paper Record is removed from a voting machine, it must placed securely in the Voting Machine Supply Pack (Cake Box).

REPLACING RTAL PAPER

When the paper tape is about ten feet from the end of the roll, pinkish-red streaks will appear. When this happens, the paper must be changed.

- ☐ If someone is voting on the machine when the streaks appear, allow them to finish.
- ☐ As soon as the machine is free, close the doors to indicate that the machine is temporarily unavailable.
- ☐ Call the Election Day Hotline at (614) 525-4100, option 2, and ask to have a technician come to your polling place to change the paper in the machine.
  - The technician will remove the Blue Tamper-Proof Seal on the back of the machine. He or she will then remove the paper roll, secure it with a provided label, initial it, and note the date and time the paper roll was changed.
- ☐ Place used Blue Tamper-Proof Seal in the plastic bag for discarded seals.
- ☐ As the Voting Location Manager, you also must initial and record the machine serial number and LID # on the removed roll.
  - The technician will insert a new paper roll into the machine and put a new replacement Blue Tamper Tape Seal on the back of the machine.
- ☐ Place the "used" paper roll into the Voting Machine Supply Pack (Cake Box) in Compartment #2 of the Machine Cart.
  - The used paper rolls will go back to the Board of Elections when the carts are picked up.

- ☐ Fill out the following information on the Paper Change Form (APPENDIX VLM-10) in the Voter Official Tabulations Record (VOTR) Book:

  1. Voting Machine Serial Number
  2. Public Count on the machine at the time of paper change
  3. Time of paper change
  4. The Replacement Blue Tamper-proof Seal Number

- ☐ If you have not already done so, initial the Paper Change Form and have the technician initial it as well.

WHAT DO I DO IF THE RTAL PAPER RUNS OUT WHILE A VOTER IS VOTING? IF AN ERROR MESSAGE APPEARS ON THE SCREEN WHILE A VOTER IS VOTING, INDICATING THAT THE PAPER ROLL IS EXHAUSTED AND NO MORE VOTES CAN BE RECORDED, ALLOW THE VOTER TO BEGIN A NEW BALLOT ON A DIFFERENT VOTING MACHINE. ONCE THE PAPER HAS BEEN CHANGED, ENSURE THAT THE VOTING MACHINE JUDGE CANCELS THE VOTER'S UNFINISHED BALLOT.

ROTATING MACHINE USAGE DURING ELECTION DAY

Every voting machine that is provided to you must be opened and available so that it can record votes during Election Day. However, it may be easier for you to manage your voting location if you primarily use only a portion of the voting machines for the majority of voters during non-peak periods, instead of trying to keep the public count on all machines the same by rotating voters through all of them. It is unlikely that all voting machines will run out of RTAL paper at the same time. If you have been assigned six voting machines and you primarily use three machines for most of your voters, if those three run out of RTAL paper, your remaining three machines can continue accepting voters until a Field Technician or Rover can be dispatched to change the RTAL paper.

USING THE PROBLEMS AND CORRECTIONS PAGE

THERE ARE PROBLEMS AND CORRECTIONS PAGES IN:

- The Roster Workbook
- The Precinct Workbook
- The Provisional Workbook
- The Signature Poll Books

Although there are slight variations between the forms, they are—for the most part—more similar than different. We've featured the page from the Precinct Workbook as an example throughout this manual.

Use these pages to document unusual circumstances that might occur in the polling place on Election Day. Be as brief as you can in your factual description of the problem and how it was resolved (if it was). The Board of Elections staff will use this information to follow up.

CLOSING THE POLLS

Remember, anyone still in line at 7:30 p.m. is allowed to vote. At 7:30 p.m., one of the judges should stand at the end of the line and inform anyone who arrives after that time that the polls are now officially closed.

WHEN A VOTING MACHINE'S INTERNAL CLOCK READS 7:30 P.M., A "CLOSE OPTION MENU" WILL APPEAR EACH TIME A BLUE PEB IS INSERTED. IF QUALIFIED VOTERS ARE STILL WAITING IN LINE, HAVE YOUR MACHINE JUDGE SELECT "EXIT THIS MENU" TO ACTIVATE A BALLOT.

Once the last voter has voted, you are ready to secure the location and allow the Voting Machine Judges to close the voting machines. This should be done at the same time the Roster and Paper Ballot Judges are finishing paperwork and packing away the supplies. Assist in disassembling the voting machines or closing other areas if needed.

- ☐ Make sure all Judges have completed their section of the Election Day Balance Sheet in the Precinct Workbook.
- ☐ Make sure the Roster Judges have counted the number of signatures in each Poll Book and recorded the number on the front cover.
- ☐ Sign each poll book along with the PEOs who worked that book during the day.
- ☐ Make sure the Paper Ballot Judges have completed the Paper Ballot Reconciliation Sheet in the Paper Ballot Judge's Workbook, and placed the workbook in the ***Unvoted*** Ballot Bag.
- ☐ Make sure the Paper Ballot Judge has disassembled the Electronic Poll Book, placed the components back in the case, and sealed the case with a new black security lock tie.

GOOD TO KNOW

If the date and time on any machine are incorrect, you won't be able to close it at 7:30 p.m! You can, however, continue to use the machine. Call the Election Day Hotline as soon as possible at (614) 525-4100, option 2, and ask them to send a technician to reset the date/time.

- ☐ Take possession of the case to return to the Board of Elections.
- ☐ Ensure that the Paper Ballot Judges disassemble the Paper Ballot Voting Booths and return them to the Voting Machine Storage Cart.
- ☐ Take possession of the ***Voted*** and ***Unvoted*** Ballot Bags for return to the BOE Warehouse.
- ☐ Ensure that the Voting Machine Judges have followed all instructions for closing machines.
- ☐ Sign both copies of the results tape.
- ☐ Ensure that the Voting Machine Judges have sealed each machine with new Blue Plastic Seals from the Voting Machine Supply Pack (Cake Box).
- ☐ Ensure that the Voting Machine Judges collapse the voting machines and replace them on the Voting Machine Storage Cart.
- ☐ Take possession of the VOTR Book, ensuring all components are included.

The following non-essential supplies are to be placed in the master cart, which will remain at the voting location:

PLACE IN COMPARTMENT 1:

- ☐ "No Campaigning" Sign
- ☐ Roster Judge Aprons
- ☐ Flags
- ☐ Wire Cutters
- ☐ Alpha Signs with stands
- ☐ All signs hung on wall
- ☐ Sample Ballots
- ☐ Extension Cords and Adaptors

PLACE IN COMPARTMENT 2:

- ☐ **Voting Machine Supply Pack** (Cake Box), containing:
  - ☐ Results Tape Printer
  - ☐ Headphones
  - ☐ Any voted RTAL paper tapes removed from voting machines
- ☐ Magnifying Sheet
- ☐ Write-in Candidate Instructions
- ☐ Voting Machine Instructions
- ☐ Absentee Voter List
- ☐ voting locations List & Area Map
- ☐ Cell Phone Instructions
- ☐ Secretary of State Quick Reference Guide
- ☐ Unused Reason for Paper Ballot Forms
- ☐ Authority-to-Vote Pads and Envelopes (issued and non-issued)
- ☐ County Street and Road Guide
- ☐ **The Office Supplies Kit**, containing:
  - ☐ Alcohol Wipes
  - ☐ Plastic Bag for discarded seals
  - ☐ Ink Pens
  - ☐ Roll of Masking Tape
  - ☐ Rubber Fingers
  - ☐ 100-foot string
  - ☐ Rolls of "I Voted Today" Stickers
  - ☐ Ruler
  - ☐ Unused PEO Name Tags
  - ☐ Note Pad
  - ☐ Post-it Note Padsw

PLACE ON THE MACHINE CART:

- ☐ **Paper Ballot Transport Box**, containing
  - ☐ All UNUSED Envelopes
  - ☐ Yellow Polling Location Street Guide
  - ☐ County Street & Road Guide
  - ☐ Provisional Ballot Notice Pad
  - ☐ Important Instructions Pad
  - ☐ Voter Transfer Forms Pad
  - ☐ Form 12-D Pads
  - ☐ Reason-for-Paper-Ballot Slip Envelope
  - ☐ Instructions for 17-year-old Voters (Primary Elections only)

STACK NEAR THE MACHINE CART:

- ☐ All temporary ADA equipment that was placed in the morning.

☐ Remove Red Tamper-proof Security Seals from the Cake Box before putting it on the Master Cart.

☐ Lock the Carts.

- ☐ Seal the locked carts with Red Tamper-proof Security Seals.
- ☐ Record the seal numbers on the Storage Cart Security Seals Form (APPENDIX VLM-8) in the Precinct Workbook.
- ☐ Record the Judges' check-out times on the Oath/Payroll Record/Ethics Policy Acknowledgement Form
- ☐ Sign the Items to be Returned Checklist (APPENDIX VLM-15) found in the Supply Bag.
- ☐ Sign the Electronic Poll Book Components Checklist (APPENDIX VLM-16) found in the VLM Supply Bag
- ☐ Pack the following items in the VLM Supply Bag (be sure to check this list against the items marked with a fluorescent triangle on your Precinct Supplies List):
  - ☐ VOTR Book (should contain components packed by Machine Judge)
  - ☐ All Signature Poll Books
  - ☐ White copy of Voter Registration List (not marked with a fluorecsent triangle)
  - ☐ Precinct Workbook—*Remember to sign the cover and record the time that the last vote was cast.*
  - ☐ Roster Workbook(s)
  - ☐ Cell Phone in Bag with Key attached (keep phone on and available until you reach the drop-off location.)
  - ☐ Items to be Returned Checklist (make sure both you and the ride-along judge of a different party have signed the checklist)
  - ☐ Electronic Poll Boll Components Checklist
- ☐ Leave the polling location making sure you have the packed VLM Supply Bag, all ***Voted*** and ***Unvoted*** Ballot Bags, and the Electronic Poll Book(s) in your possession for drop off.
- ☐ Make sure to leave your polling location in the same condition you found it.
- ☐ Lock the polling location if you have the key.
  - ☐ Place the key in the green envelope and return it to the VLM Supply Bag.

BE SAFE! ALL JUDGES SHOULD WALK TO THEIR VEHICLES TOGETHER. IF ONE JUDGE HAS TO WAIT FOR A RIDE, ANOTHER JUDGE—NOT THE VOTING LOCATION MANAGER—SHOULD WAIT WITH HIM/HER IN A VISIBLE, SECURE AND WELL-LIGHTED PLACE.

RETURNING THE ELECTION RESULTS AND SUPPLIES CHECKLIST

- ☐ With a judge of a different political party ("Ride Along") riding with you in the same car, drive immediately to the drop-off location to deliver the election supplies.
  - Directions to the drop-off location are located in the VOTR Book.
- ☐ Return the VLM Supply Bag, the ***Voted*** and ***Unvoted*** Ballot Bags, and the Electronic Poll Book(s) to the drop-off location.

KEEP THE CELL PHONE TURNED ON AND ACCESSIBLE UNTIL YOU REACH THE DROP-OFF LOCATION IN CASE THE BOARD OF ELECTIONS NEEDS TO CONTACT YOU.

GOOD TO KNOW
It is unlawful for the Voting Location Manager and Ride-Along Judge to make any unauthorized stops on their way to the drop-off location.

PRECINCT SUPPLIES LISTING FOR VOTING LOCATION MANAGERS

ALL ITEMS MARKED WITH A TRIANGULAR FLUORESCENT ZONE STICKER (AND THE WHITE COPY OF THE REGISTER OF VOTERS LIST, WHICH DOES NOT HAVE A STICKER) AND LISTED ON RETURN SUPPLY CHECKLIST MUST BE RETURNED IN THE VLM SUPPLY BAG TO THE WAREHOUSE AT THE END OF THE ELECTION.

Contents of VLM Supply Bag (labeled with LID#)

IF KEYS TO VOTING LOCATIONS ARE NEEDED TO ENTER YOUR VOTING LOCATION, THEY WILL BE IN A MANILLA ENVELOPE INSIDE THE VLM SUPPLY BAG.

Access to Voting Pamphlets	Provided by the Secretary of State.
Accordion Folder which contains:	**voting location Supply List** **Sample Ballots** (post all pages on precinct walls) **Yellow Polling Location Street Guides** (multiple sets). Post one on wall, keep one at the Roster Table and one at the Paper Ballot Table. **Map** Post on wall. **Write-In Candidate List** (where applicable) **Assisting the Voter Cards** for Precinct Officials. **Items to be Returned Checklist** (List of items to be returned to the BOE Warehouse at end of the Election.) **Secretary of State Directives** **Cell Phone Instruction Sheet** **Electronic Poll Book Components Checklist**
ADA Folder	Containing specific instructions/photos/diagrams of ADA temporary equipment placement for each voting location
Alpha-Queue Signs	Signs that match alpha grouping of Signature Poll Book
Authority-to-Vote Slips	200 per pad (a minimum of two pads for each section of the Signature Poll Book.)
Authority-to-Vote Slip Envelopes	One envelope for every machine in which to deposit used Authority-to-Vote slips from voters.

Cellular Phone in Labeled Bag (with instructions)	A large voting location may have multiple phones. Key to voting machine cart security locks is attached to the bag.
Paper Ballot Reason Form	Pad of forms on which to record the reason for sending the voter to the Paper Ballot Station.
Electronic Poll Book User Guide	
PEO Assignment List	
Precinct Workbook	One per location. Has payroll information and site specific information to be recorded from your voting location, as well as the **Observer Form** (Certificate of Appointment) and **Observer Log-in Sheet.**
Register of Voters Lists (White*, Pink, Green)	Voters' names listed alphabetically, checked off as voted and posted three times. *actual white form will not have a triangle sticker, but it still must be returned.
Roster Workbooks	Each Signature Poll Book has a matching Roster Workbook.
Secretary of State Quick Reference Guide	Provided by the Secretary of State.
Signature Poll Books	Divided to match alphabetic breaks on the table signs provided.
State Your Name Signs	
Supplemental Absentee Voters' List	Absentee voters voting prior to the printing of the Signature Poll Book are pre-printed in the Signature Poll Book. The supplemental list found in your supplies is a list of all electors who requested an Absentee Ballot after the Signature Poll Book was printed. PEOs are required to note in the Signature Poll Book that these additional electors have requested an absentee ballot (ABS/PROV).
Voter Transfer Forms	On tear-off pads. To be completed and given to voters when sent to another precinct to vote.

If you have missing supplies or related questions, call:
Before Election Day (614) 525-6703; On Election Day (614) 525-4100

Contents of Machine Cart Compartment #1

Extension Cords with adaptors	
Flags (four small, one large)	
Large Brown Paper Bag	For return of supplies not needed to be returned to warehouse after Election.
"No Campaigning Beyond this Point" signs	
Red PEB Aprons	
Alpha-Queue Sign Holders	Pieces must be assembled to hold Alpha Queue Signs on Roster Tables.
Wire Cutters	Machine Judges use to remove seals on machine doors.

Contents of Compartment #2

County Street and Road Directory with voting locations Listing	Use to confirm voters are voting in the correct voting location or to direct them to another voting location.
Full-page Magnifying Glass	
Office Supplies Kit which contains:	Ink pens, Masking Tape, 100-foot string, Election Official Name Tags, Rubber Fingers, Notepad, Post-It Note Pads, Ruler, Alcohol Wipes, "I Voted Today" stickers, plastic bag for discarded seals (secure seals removed from Voting Machines in this bag, and return bag to Office Supplies Kit at the end of the day).
Signs Packet which contains:	**Notice of Double Voting (2)** **Voting Machine Instruction Cards** **Voting Rights Information** **Voting Today Signs (5)**
Voting Machine Supply Pack (Cake Box) which contains:	**Red Tamper-Proof Seals** for security cart locks and Poll Books **Blue Security Lock Tie** for voting machines **Results Tape Printer** **Headphones** **RTAL Replacement Tapes**

Voter Official Tabulations Record (VOTR) Book

At the end of the Election VOTR Book MUST be returned to warehouse with Flash Cards from all machines, Yellow Master PEB(s), all Blue Supervisor PEBs, and one copy of the results tape.

Contents of Paper Ballot Transport Box

Items marked with a yellow triangle must be returned on Election Night:

Unvoted **Ballot Bag(s)**
- **White Spoiled Ballot Envelopes**
- **Provisional Workbook (with security seals)**
- **Used Paper Ballot Stubs**
- **Paper Ballots in Pad Form**

Voted **Ballot Bag(s)**

Other Forms and Envelopes
- **Provisional Ballot Notices**
- **Pad of Form 12-D**
- **Yellow Provisional Envelopes**
- **Blue ADA Provisional Envelopes**
- **Pink Curbside Voter Envelope**
- **Tan Regular Paper Ballot Secrecy Envelopes** (General Elections in even-numbered years and Presidential Primaries only)
- **Envelope for 17-year-old Voters** Primary Elections Only (Appendix PBJ-15)
- **Reason for Paper Ballot Envelope**
- **Authority-to-Vote Slip Envelope**

If you have missing supplies or related questions, call:
Before Election Day (614) 525-6703; On Election Day (614) 525-4100

ITEMS THAT MUST BE RETURNED AFTER THE ELECTION:

THE VLM SUPPLY BAG, CONTAINING:

VLM Supply Bag (may differ)

Signature Poll Book(s)

White Register of Voters List

Envelope for Return of Key

Bag with Storage Cart Key, Cell Phone and any collected lost items

Precinct Workbook

Roster Workbook(s)

Facility Key (if applicable)

THE *UNVOTED* BALLOT BAG, CONTAINING:

Unvoted Ballot Bag

Provisional Workbook

Used Paper Ballot Stubs

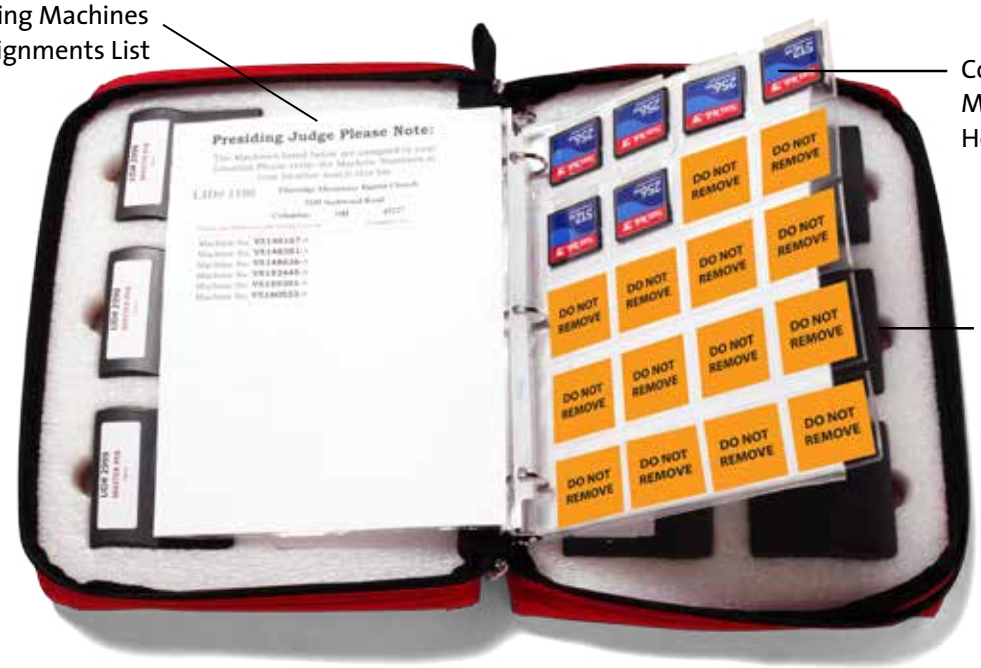
Spoiled Ballot Envelope

Unused Paper Ballots

THE *VOTED* BALLOT BAG:

Voted Ballot Bag

THE VOTER OFFICIAL TABULATION RESULTS (VOTR) BOOK:



Flash Memory Cards

Printed Results (one copy)

PEBs:
- Yellow Master
- Blue Supervisor

ELECTRONIC POLL BOOK

Electronic Poll Book Case

Electronic Poll Book

SUPPLEMENTAL ABSENTEE VOTER LIST

<< ELECTION DATE >>
ELECTION DATE: << ELECTION DATE >>

FRANKLIN COUNTY BOARD OF ELECTIONS
LID # 3021

GRANDVIEW HIGH SCHOOL
1587 WEST FIFTH AVENUE
COLUMBUS 43212

Voting Location Manager:
Please use this list to mark "AB/PROV" in the correct poll book for you precinct in the authority to vote box of the name of each of the following individuals who have requested an absentee ballot since the printing of the poll books. Another poll worker of the opposite political party should verify your makings on Election Day.

ABSENTEE BALLOTS REQUESTED AFTER POLL BOOK PRINTING

POLL BOOK: LID# 3021 LOCATION: GRANDVIEW HIGH SCHOOL - 1587 WEST FIFTH AVENUE

PAGE/LINE		ID NUMBER	VOTER NAME	ADDRESS
42	6	773370447	GREER, JUDITH A	952 ELMWOOD AVE
42	1	772759855	GREER, WILLIAM R	952 ELMWOOD AVE
69	6	830132252	MCCULLOUGH, LINDA M	1560 ASHLAND AVE
106	2	772759863	TALLARICO, BRENDA L	1629 MERRICK RD
106	2	840216440	TALLARICO, SAKVATORE W	1630 MERRICK RD
106	5	790485435	TALLARICO, TRACY LYNN	1631 MERRICK RD

SAMPLE

OATH OF JUDGE OF ELECTIONS/PAYROLL RECORD/ETHICS POLICY ACKNOWLEDGMENT FORM

STATE OF OHIO, COUNTY OF FRANKLIN, ss.

By reading aloud and signing below, I am solemnly swearing and affirming under penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio, and its laws; that I have not been convicted of a felony or any violation of the election laws; that I will discharge to the best of my ability, the duties of Precinct Election Official to which I have been assigned, in the County of Franklin, in the election to be held on <<Election Date>> as required by law and the rules and instructions of the Board of Elections of said county; and that I will endeavor to prevent fraud in such election, and will report immediately to said Board any violations of the election laws which come to my attention, and will not disclose any information as to how any elector voted which is gained by me in the discharge of my official duties; and hereby acknowledge that I have received materials from the board of elections regarding the secretary of state's ethics policy and Ohio ethics laws, that I will comply with the same and that failure to comply with the ethics policy or Ohio ethics laws may serve as good and sufficient reason for my removal from my appointed position.

Numbers of workers serving today: _____

Please obtain an address and phone number for workers appointed on Election Day.

NAME	Position	Phone #	Time Reporting		Please Print Full Mailing Address City/State/Zip
			In	Out	
Print:	*Voting Location Manager*				
Sign:					
Print:	*Ride Along*				
Sign:					
Print:	Judge				
Sign:					
Print:	Judge				
Sign:					
Print:	Judge				
Sign:					
Print:	Judge				
Sign:					
Print:	Y@B				
Sign:					
Print:	Y@B				
Sign:					

Oath of office to be administered to all precinct election officials by the Voting Location Manager
All workers must sign this affidavit to receive payment

«LID_NAME» *Zone #«ZONE»*

«POLL_LOCATION»

SAMPLE

IN CASE OF VACANCY

Rev. Code, Sec. 3501.31

_____

Certificate of Appointment of Judge to Fill Vacancy and Oath.

<<Election Date>>

Precinct _____ **of Ward** _____

Township, City or Village

Worker 1: WE HEREBY CERTIFY, that _____ one of the Precinct Election Officials in this precinct, was absent on the day of the election at the time set for meeting before the hour fixed for opening the polls, thereupon the Voting Location Manager, with the concurrence of a majority of the remaining Precinct Election Officials present, appointed:_____ a qualified elector who is a member of the same political party of which such absent Precinct Election Official is a member, to fill the vacancy pending action by the Board of Elections.

Worker 2: WE HEREBY CERTIFY, that _____ one of the Precinct Election Officials in this precinct, was absent on the day of the election at the time set for meeting before the hour fixed for opening the polls, thereupon the Voting Location Manager, with the concurrence of a majority of the remaining Precinct Election Officials present, appointed:_____ a qualified elector who is a member of the same political party of which such absent Precinct Election Official is a member, to fill the vacancy pending action by the Board of Elections.

Worker 3: WE HEREBY CERTIFY, that _____ one of the Precinct Election Officials in this precinct, was absent on the day of the election at the time set for meeting before the hour fixed for opening the polls, thereupon the Voting Location Manager, with the concurrence of a majority of the remaining Precinct Election Officials present, appointed:_____ a qualified elector who is a member of the same political party of which such absent Precinct Election Official is a member, to fill the vacancy pending action by the Board of Elections.

Said Election Officer thereupon was duly sworn as required by law.

Witness our hands this <<Election Date>>.

_____
Voting Location Manger

_____ _____
Precinct Official Precinct Official

_____ _____
Precinct Official Precinct Official

_____ _____
Precinct Official Precinct Official

SAMPLE

Please follow these steps for using this form to appoint a precinct election official. Providing the proper information can expedite the payroll verification process.

1. Call the precinct election official's desk to report all vacancies; (614) 525-4100 #1.
2. If you find someone that wants to fill the vacancy and work the polls, complete this form.
3. Administer the "Oath of Judge" and have replacement worker sign payroll affidavit and provide payroll information. Workers appointed on Election Day should also provide their social security number and phone number on the payroll slip.
4. Call the precinct election officials desk to report that the vacancy has been filled and provide the name, social security number and contact information via the phone to the precinct election official coordinator for the party of the replacement worker.

FRANKLIN COUNTY BOARD OF ELECTIONS
YOU MUST BRING THIS CARD WITH YOU

ON Sunday, 7/31/2016

2016 SPECIAL ELECTION 8/2/2016

I accept these election supplies and agree to carry out the duties required of me on Election Day.
I further agree to return the required precinct election supplies and results to the drop off location

LID# 4006

020135691

R-VLM

Signature

Supplies will be distributed at:
Board of Elections Warehouse
1700 Morse Rd - 9:00 AM to 1:00 PM

(614) 525-3476

FRANKLIN COUNTY BOARD OF ELECTIONS
PRESIDING JUDGE AUTHORITY

LID# 4006

020135691

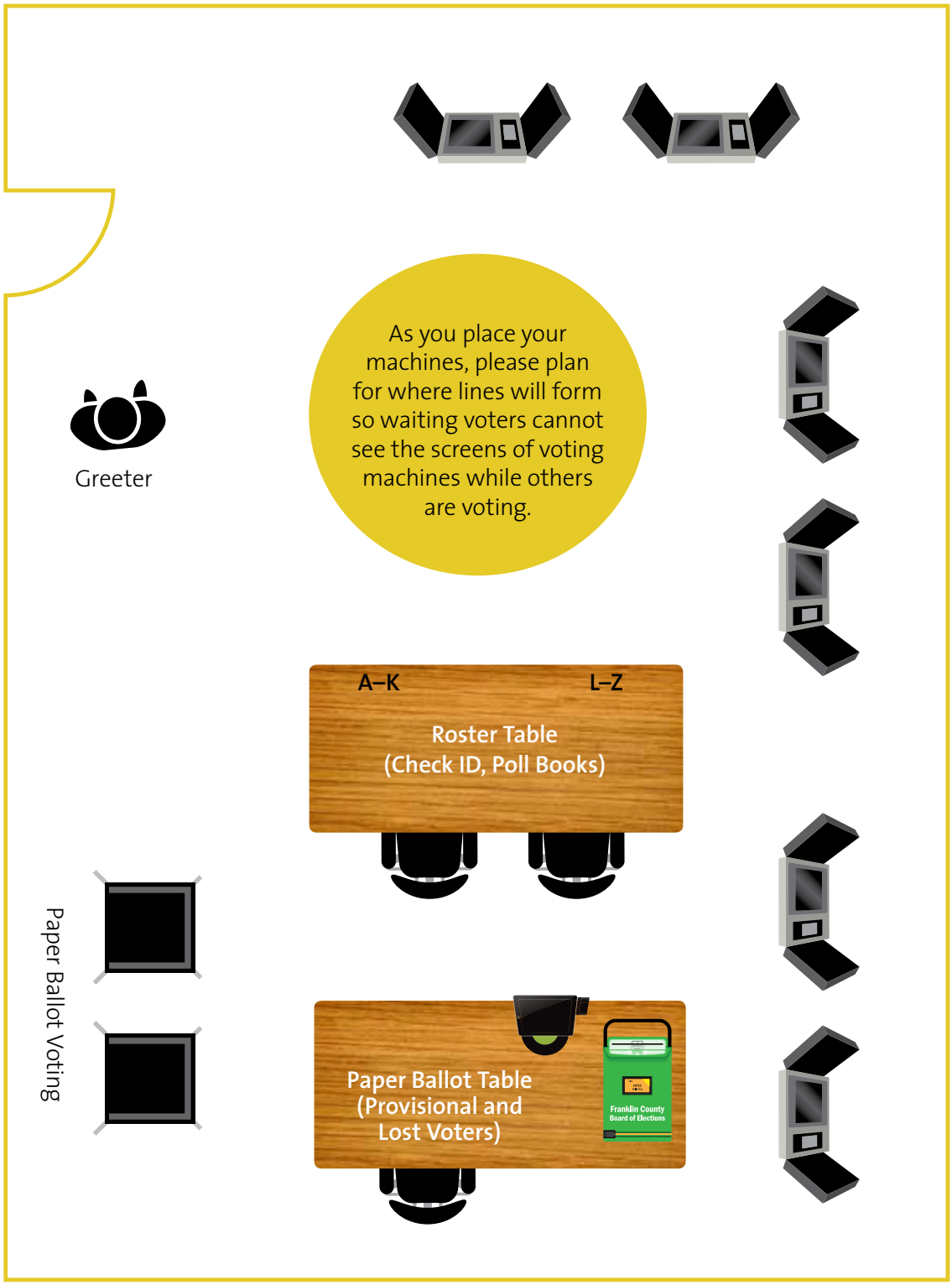
DISPLAY ON CAR DASHBOARD

2016 SPECIAL ELECTION 8/2/2016

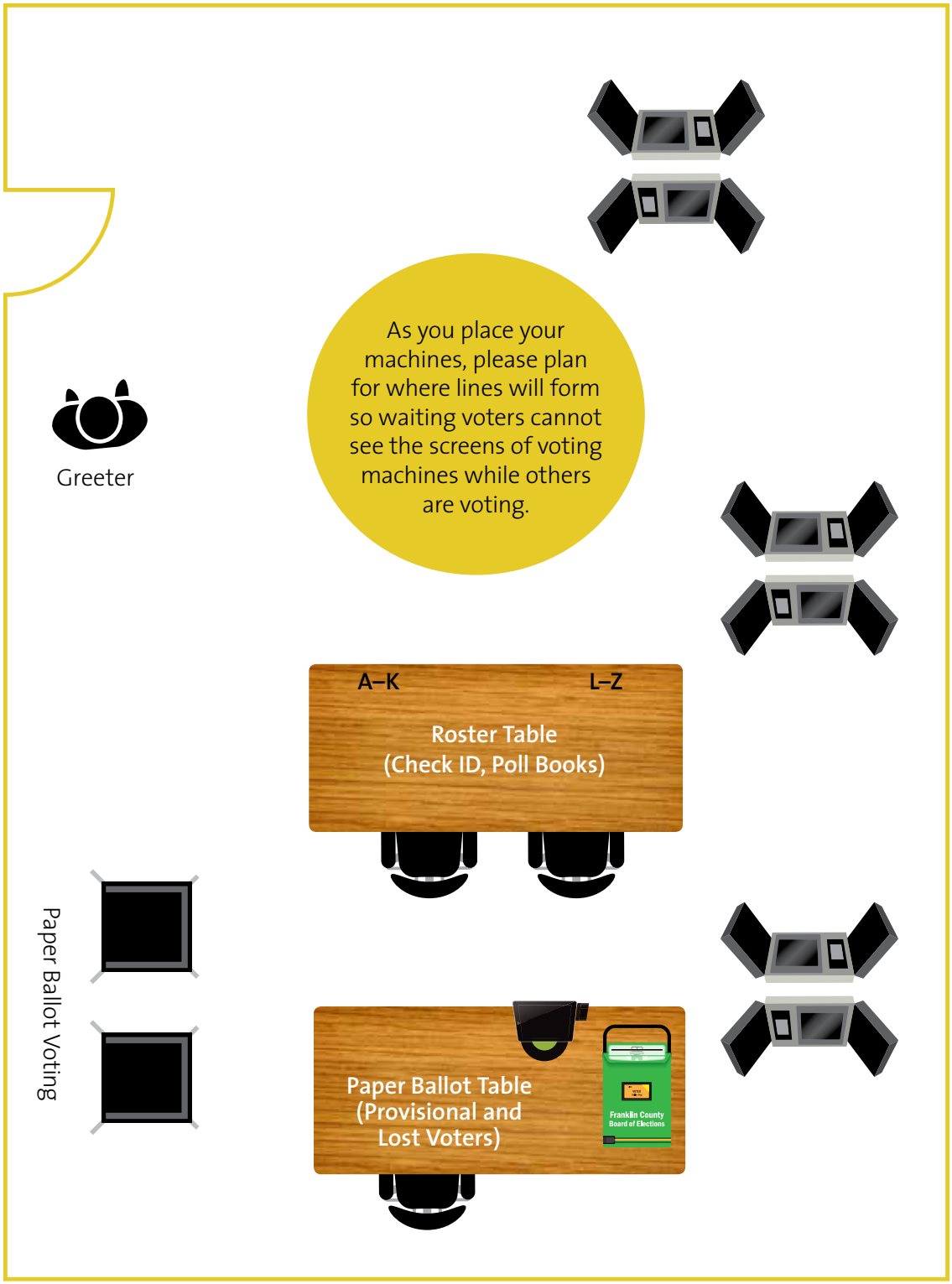
SAMPLE

SAMPLE ROOM LAYOUT

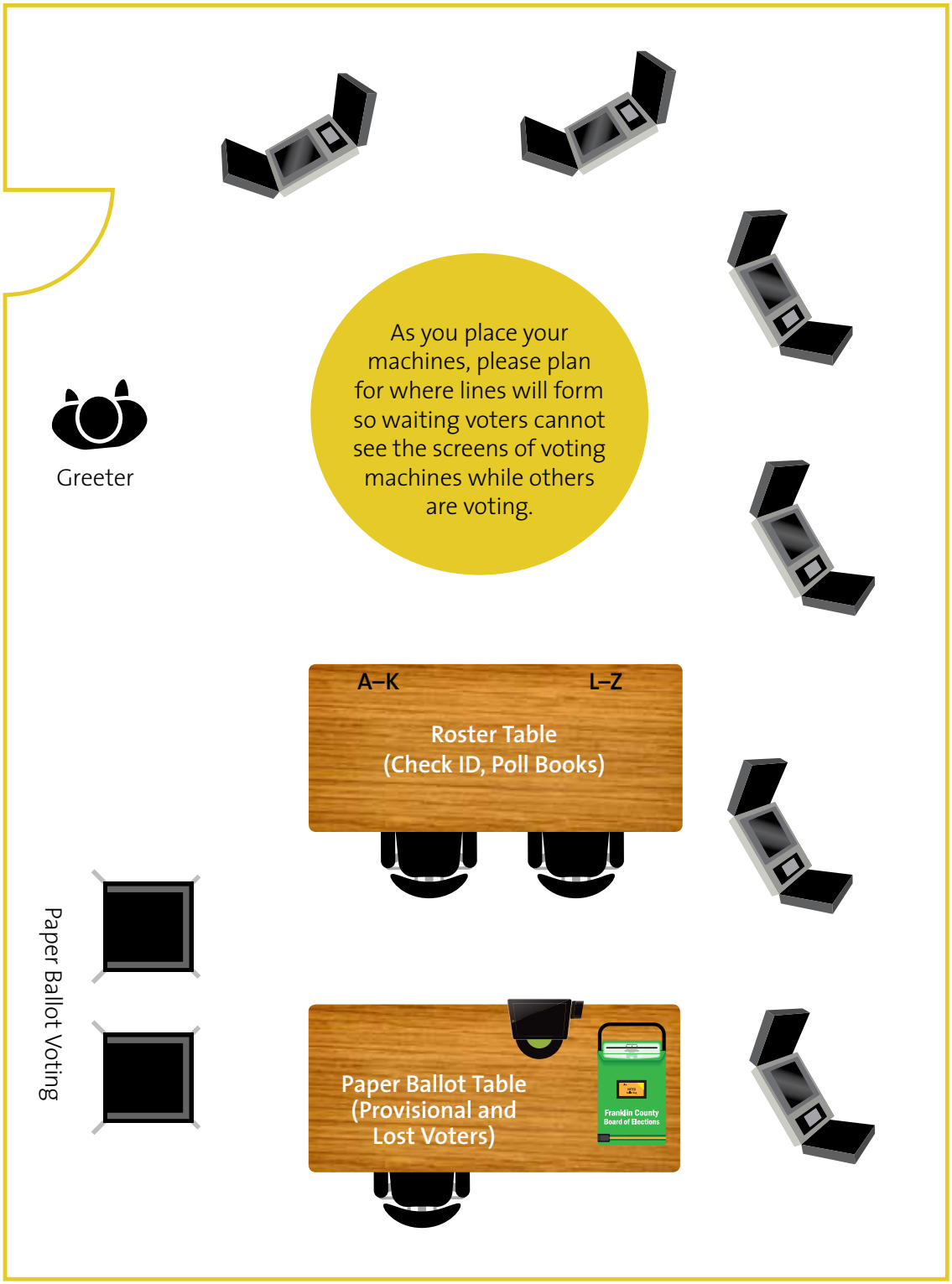
VOTING MACHINES FACING THE WALL



SAMPLE ROOM LAYOUT
VOTING MACHINES BACK-TO-BACK



SAMPLE ROOM LAYOUT
VOTING MACHINES AT AN ANGLE



Storage Cart Security Seal Records

Opening the Polls

The voting machines assigned to this voting location were on site upon our arrival and were secured in the storage and transportation carts for this location. The total number of storage carts for this location is: _____ Carts

Please record the seal number from the Red Tamper-Proof security seal located over key hole of storage cart locks. After recording the seal numbers for each cart remove the seals and use key on cell phone bag to open the storage cart.

Cart 1 Tamper-proof Security Seals # _____and # _____

Cart 2 Tamper-proof Security Seals # _____and # _____

Cart 3 Tamper-proof Security Seals # _____and # _____

Cart 4 Tamper-proof Security Seals # _____and # _____

Cart 5 Tamper-proof Security Seals # _____and # _____

Cart 6 Tamper-proof Security Seals # _____and # _____

Cart 7 Tamper-proof Security Seals # _____and # _____

Closing the Polls

As you close the voting location at 7:30 p.m. and close the voting machines, remove the flash memory card from each machine and secure them and the PEB's in the VOTR Book for return to the Board of Elections.

The voting machines must be returned to the transportation/security cart, the locks applied to the doors of the cart and the new Red Tamper-Proof security seal applied over the key hole of the lock. Please record the seal numbers of seals applied to the locks below.

Cart 1 Tamper-proof Security Seals # _____and # _____

Cart 2 Tamper-proof Security Seals # _____and # _____

Cart 3 Tamper-proof Security Seals # _____and # _____

Cart 4 Tamper-proof Security Seals # _____and # _____

Cart 5 Tamper-proof Security Seals # _____and # _____

Cart 6 Tamper-proof Security Seals # _____and # _____

Cart 7 Tamper-proof Security Seals # _____and # _____

SAMPLE

Form 10-U Prescribed by the Secretary of State (06-14)

Affidavit-Oath-Examination of Person Challenged

Revised Code Section 3505.20

The State of Ohio, _____ County, ss.

I, _____ the undersigned, swear or affirm under penalty of election falsification that I will fully and truly answer all of the following questions put to me, concerning my qualifications as an elector at this election.

Being challenged as unqualified on the grounds that:

(A) _____ The person is not a citizen, the following question shall be asked:

Are you a citizen of the United States? Ans._____

(If the person offering to vote answers the question in the affirmative the person shall be entitled to vote a regular ballot.)

(B) _____ The person is not a resident of the state for thirty days immediately preceding election, the following questions shall be asked:

(1) Have you resided in this state for thirty days immediately preceding this election?
Ans._____ If yes:
(a) Where have you resided? Ans._____
(2) Did you properly register to vote? Ans. _____
(3) Can you provide some form of identification containing your current mailing address in this precinct? Ans. _____ Please provide that identification.
(4) Have you voted or attempted to vote at any other location in this or in any other state at this election?
(5) Have you applied for an absent voter's ballot in any state for this election? Ans. _____

(If, from the above responses, the precinct election officials are unable to determine the person's eligibility, the precinct election officials shall provide and the person may vote a provisional ballot.)

(C) _____ The person is not a resident of the precinct where the person offers to vote, the following questions shall be asked:

(1) Do you reside in this precinct? Ans. _____
(2) When did you move into this precinct? Ans. _____
(3) When you came into this precinct, did you come for a temporary purpose merely or for the purpose of making it your home? Ans. _____
(4) What is your current mailing address? Ans. _____
(5) Do you have some official identification containing your current address in this precinct?
Ans. _____ Please provide that identification.
(6) Have you voted or attempted to vote at any other location in this or in any other state at this election? Ans. _____
(7) Have you applied for any absent voter's ballot in any state for this election?
Ans. _____

(If the person is not at the appropriate polling place, the precinct election officials shall direct the person to the correct polling place. If the person refuses to go to the appropriate polling place or the precinct election officials are unable to determine the person's eligibility to cast a ballot, the precinct election officials shall provide and the person may vote a provisional ballot.)

SAMPLE

(D) _____ The person is not of legal voting age, the following questions shall be asked:

(1) Are you eighteen years of age or more? Ans. _____
(2) What is your date of birth? Ans. _____
(3) Do you have some official identification verifying your age? Ans. _____
Please provide that identification.

(If the precinct election officials are unable to determine the person's age and eligibility to cast a ballot, the judges shall provide and the person may vote a provisional ballot.)

Other Questions and Answers Necessary to Determine Person's Qualifications to Vote in this Election (if necessary)

_____
_____
_____
_____

Signature _____
Challenged person's signature

Sworn to before me and signed in my presence, this _____ day of _____, _____.

_____
Signature of Voting Location Manager

_____
Name of Precinct

_____
Township or Ward and City or Village

SAMPLE

If a person refuses to fully answer the questions, is unable to answer the questions, refuses to sign or make the person's mark or if the majority of precinct election officials believe that the person is not entitled to vote, the precinct election officials shall provide and the person may vote a provisional ballot.

COPY OF PAPER CHANGE FORM (WHEN PAPER IN VOTING MACHINE RUNS OUT)

RTAL Paper Tape Change Form

Location		*Machine #*	*Seal#*	*Public Count*	*VLM Int*	*BOE Crew #*	*Time*
Gospel Lighthouse Church 600 Frebis Avenue Columbus **LID# 2066**		V5154994->					
	If the machines is re-set record new Memory Seal here _____						
		V5155019->					
	If the machines is re-set record new Memory Seal here _____						
		V5156798->					
	If the machines is re-set record new Memory Seal here _____						
		V5154141->					
	If the machines is re-set record new Memory Seal here _____						
		V5153759->					
	If the machines is re-set record new Memory Seal here _____						
		V5151876->					
	If the machines is re-set record new Memory Seal here _____						

Page 1 of 823

HIDWYS

LID# **Precincts in Lid** **Zone #**

PRECINCT WORKBOOK
PROBLEMS AND CORRECTIONS PAGE

Please provides notes on all items that should be reported to the Board below and initial your entry.

Page #	Time of Day	PEO's Initials	Brief description of item(s) to be reported to the Board

SAMPLE

Election Type – Election Date

OBSERVER LOG SHEET

STATE OF OHIO, COUNTY OF FRANKLIN, ss.

By reading aloud and signing below, I do solemnly swear that I will faithfully and impartially discharge the duties as an official observer, assigned by law; that I will not cause any delay to persons offering to vote; and that I will not disclose or communicate to any person how any elector has voted at such election.

Name of Observer	Voting Location Manager Initials	Time Reporting	
		In	Out
Print:			
Sign:			
Print:			
Sign:			
Print:			
Sign:			
Print:			
Sign:			
Print:			
Sign:			
Print:			
Sign:			
Print:			
Sign:			
Print:			
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Print:			
Sign:			
Print:			
Sign:			
Print:			
Sign:			

SAMPLE

Taking Inventory Of All The Seals Needed At The End Of The Day

(Please See Reverse Side)

Take the number of Machines that you have

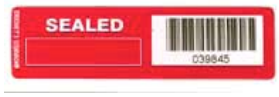
=

That equals the number of Blue Security Lock Ties needed

_____ _____

x2 +

=



Take the number of Machine Carts that you have and multiply it by 2

Add in the number of Signature Poll Books that you have

That equals the number of Red Tamper-Proof Poll Book and Lock Seals needed

_____ _____ _____

x 2 =

Take the TOTAL number of VOTED and UNVOTED Ballot Bags that you have

Multiply that number by 2

That equals the number of White Ballot Bag Seals needed

_____ _____

Call 614.525.4100 if you are missing seals. Thank You

=

Take the number of Electronic Poll Books that you have

That equals the number of Black Security Lock Ties needed

_____ _____

CURBSIDE VOTING ENVELOPE—FRANKLIN COUNTY BOARD OF ELECTIONS

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

THE ELECTION OFFICIALS WITNESSING THIS FORM CANNOT BE FROM THE SAME POLITICAL PARTY.

STEP 1-A: COMPLETED BY PEO

TAKE ENVELOPE TO CAR AND RETRIEVE THE FOLLOWING INFORMATION:

(DO NOT TAKE THE SIGNATURE POLL BOOK OUT OF THE POLLING LOCATION)

VOTER'S STATED NAME:

VOTER'S STATED CURRENT ADDRESS:

TYPE OF IDENTIFICATION PROVIDED:

IF VOTER PROVIDES A NON-PHOTO ID, VERIFY THE ID MATCHES BOTH THE STATED NAME AND ADDRESS AS WELL AS THE NAME AND ADDRESS IN THE SIGNATURE POLL BOOK.

*****IF NON-PHOTO ID DOES NOT MATCH, VOTER BECOMES A PROVISIONAL VOTER. ALL PROVISIONAL VOTERS USE THE YELLOW PROVISIONAL ENVELOPE.*****

STEP 1-B: COMPLETED BY VOTER

VOTER'S SIGNATURE:

STEP 2: COMPLETED BY PEO

- TAKE ENVELOPE BACK INTO LOCATION
- VERIFY INFORMATION PROVIDED
- ONCE VERIFIED, LIST
  - VOTER ID #
  - LID #
  - PRECINCT IDENTIFIER
  - BALLOT STYLE.

VOTER IDENTIFICATION # (9 DIGIT NUMBER LISTED ABOVE VOTER NAME AND ADDRESS, ON LEFT HAND SIDE)

LID # _____

PRECINCT IDENTIFIER: _____

BALLOT STYLE: _____

STEP 3: COMPLETED BY PEO

- WRITE "CURBSIDE" IN SIGNATURE BOX OF SIGNATURE POLL BOOK.
- FILL IN "IF VOTER SIGNED" CIRCLE.
- FILL OUT ATV USING INFO FROM STEP 2
- TAKE ENVELOPE & ATV TO PAPER TABLE.
- CHOOSE CORRECT BALLOT USING THE INFORMATION ON ATV
- INSERT ATV INTO ENVELOPE AT PAPER TABLE.
- RETURN TO CAR WITH ENVELOPE & BALLOT.

STEP 4: COMPLETED BY PEO

AFTER VOTER HAS COMPLETED BALLOT AND SEALED ENVELOPE,

- RETURN TO POLLING LOCATION
- PEOS SIGN AND DATE ENVELOPE AND PLACE IN VOTED BALLOT BAG

ELECTION OFFICIAL SIGNATURE:

ELECTION OFFICIAL SIGNATURE:

DATE: _____

REFER TO MANUAL, VLM SECTION FOR DETAILED INSTRUCTIONS.

SAMPLE

CHECKLIST OF ITEMS TO BE RETURNED

- ❑ **Supply Bag**

- ❑ **Cell Phone Bag**
(Includes cell phone and machine cart lock key)

- ❑ **White copy Register of Voters**

- ❑ **Facility Key** (If provided)

- ❑ **Voted and Unvoted Paper Ballot Bags**
(Return all voted, un-voted and spoiled ballots)

- ❑ **Signature Poll Books**

- ❑ **Roster Workbooks**

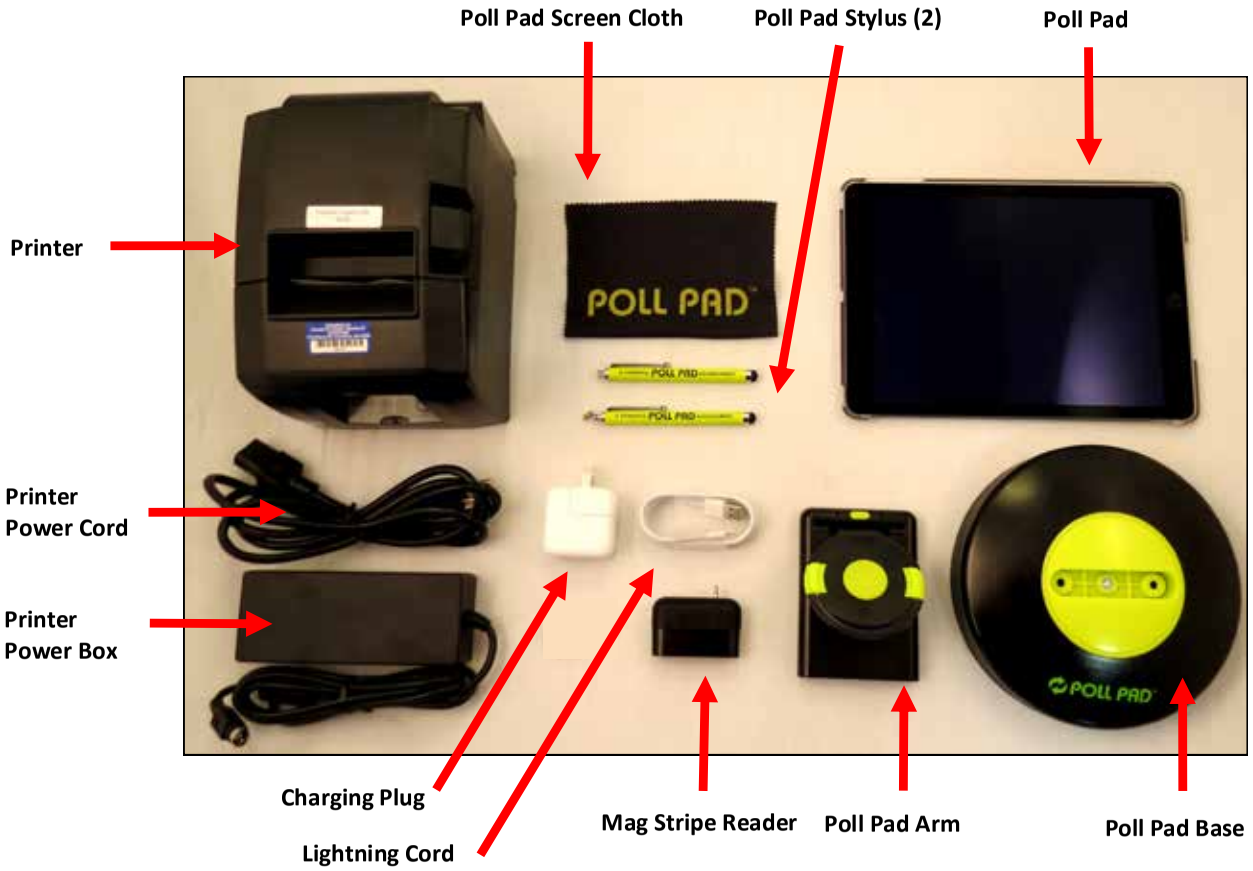
- ❑ **Precinct Workbook**

- ❑ **Paper Judge Workbook**
(Include in Unvoted Ballot Bag)

Next Page Please

ELECTRONIC POLL BOOK COMPONENTS CHECKLIST

Each component of the Poll Pad System MUST be returned on Election Night in the Poll Pad Case. Please use this checklist to ensure all pieces are returned. The VLM is responsible for verifying this is done and needs to sign the bottom of this checklist.



VLM SIGNATURE: _____

THE ROSTER JUDGE

As a Roster Judge, it is your job to:

- process voters
- check for valid identification
- determine whether voters are regular or provisional
- record voter information in Signature Poll Books
- issue Authority-to-Vote slips
- maintain voter registration lists
- balance Signature Poll Books
- help keep the voting location secure
- understand and perform the duties of the Paper Ballot Judge

Remember, as a Roster Judge, you are usually the first person voters meet when they enter the voting location, and your excellent customer service and professionalism will set the tone for their entire voting experience. If at any time you are in need of guidance, ask your VLM for assistance and follow their lead.

WHERE TO FIND WHAT YOU NEED:
This section of the manual contains everything you, as a Roster Judge, need to know.

PART ONE: BEFORE THE POLLS OPEN — PP. 84 TO 89

Locating Your Supplies — p. 84
Roster Table Set-Up — p. 86
Posting Flags and Signs — p. 88

PART TWO: DURING THE ELECTION — PP. 90 TO 109

Understanding the Two Types of Voters — p. 90
Getting to Know the Signature Poll Book — p. 91
Making Corrections in the Signature Poll Book — p. 92
Posting the Register of Voters Lists — p. 94
Processing Regular Voters — p. 95
A Guide to Photo IDs — p. 101
Military IDs — p. 104
A Guide to Non-valid Photo IDs — p. 105
Assisting Provisional Voters — p. 109

PART THREE: CLOSING THE POLLS — P. 111

Closing the Roster Table — p. 111

APPENDIX — PP. 112 TO 119

YOUR RESPONSIBILITIES, STEP BY STEP

FIRST THINGS FIRST: locate your supplies

Before you begin, locate the following items and forms that you will need.

IN MACHINE CART COMPARTMENT #1:

- Alpha-Queue Signs
- Stands for Alpha-Queue Signs

IN MACHINE CART COMPARTMENT #2:

- Full-page Magnifying Glass
- Red Tamper-Proof Poll Book Seals (inside the Cake Box)
- Office Supplies Kit, which contains:
  - Ink Pens
  - Election Official Nametags
  - Rubber Fingers
  - Ruler
  - Masking Tape
  - 100′ string
  - “I Voted Today” stickers
  - Note Pad
  - Post-It Note Pads
  - Table Sign holders
  - Large Brown Paper Bag (for returned Election Supplies)

GOOD TO KNOW

Supplies have a funny way of changing locations. If you don’t find your supplies where they are listed here, check the VLM Supply Bag and both compartments on the carts before calling the Election Day Hotline.

Red Tamper-proof Poll Book Seal (applied at the end of the day)

IN THE VLM SUPPLY BAG:

- Yellow Polling Location Street Guide
- Pads of Authority-to-Vote Slips
- Pads of Reason for Paper Ballot Forms
- All Signature Poll Books, with any supplemental voter lists
- Register of Voter Lists (Pink-Green-White copies)
- Roster Workbook, which contains:
  - Form 10-L Legal Name Change Forms
  - Voter Contact Sheet
  - Form 10-X Statements of Persons Challenged as to Party Affiliation (Primary Elections only) (APPENDIX RJ-7)
  - Problems & Corrections Page
- Accordion File, which contains:
  - Write-in Candidate List (if applicable)

YOU ARE NOW READY TO BEGIN SETTING UP THE ROSTER TABLE.

VLM Supply Bag (may differ in smaller voting locations)

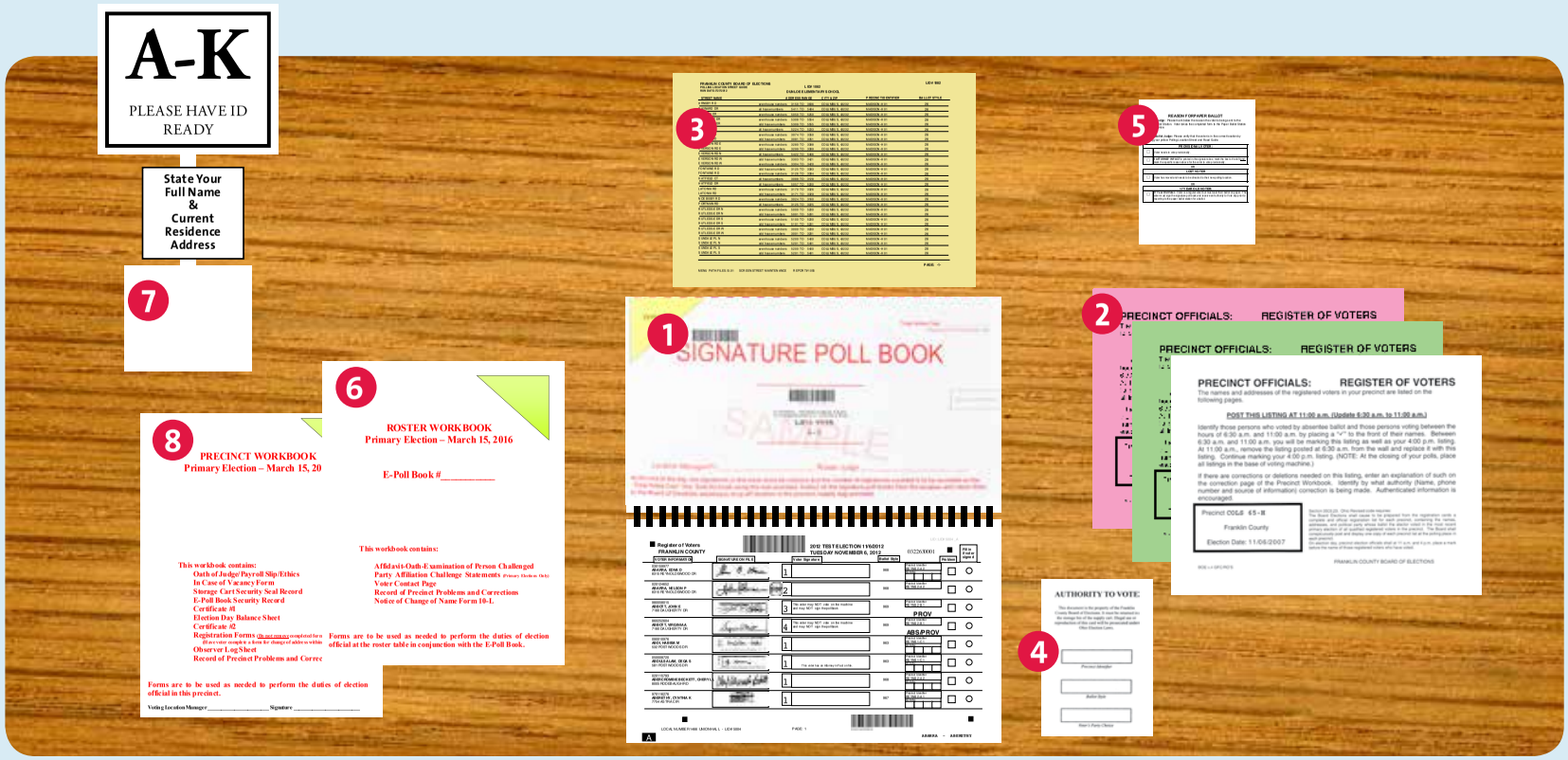
GOOD TO KNOW

Copies of the official Register of Voters Lists are posted three times a day so that the public can see which registered voters in the location have voted. The PINK copy is posted at 6:30 a.m., the GREEN copy is posted at 11:00 a.m., and the WHITE copy is posted at 4:00 p.m.

ROSTER TABLE SET-UP CHECKLIST:

- ☐ Place the following items on the table:
  - ☐ Authority-to-Vote Pads
  - ☐ Signature Poll Book
  - ☐ Yellow Polling Location Street Guide
  - ☐ Pads of Reason for Paper Ballot Forms
  - ☐ Roster Workbook
  - ☐ Alpha-Queue Signs
    - ☐ "Voter states name and current address" taped to Alpha-Queue Signs
  - ☐ Register of Voters Lists (APPENDIX RJ-6)
- ☐ Double check to make sure the Voting Location Manager recorded the absentee voters listed on the Supplemental Absentee Voter List(s) into the Signature Poll Books and on the Register of Voters Lists.
- ☐ Check the front of each Signature Poll Book for a notice stating whether a Supplemental Voter List has been added to the book.
  - The pink Supplemental Voter List will be in the back of the Signature Poll Book, and should be checked before determining whether a voter is a "lost" voter or a provisional voter.
- ☐ AT 6:30 a.m., post the **PINK** copy of the Register of Voters Lists (with the absentee voters marked).

Sample Roster Table Set-up



You should place the following supplies on the Roster Table:

1. *Signature Poll Book*
2. *Register of Voters Lists*
3. *Yellow Polling Location Street Guide*
4. *Authority-to-Vote Pads*
5. *Reason for Paper Ballot Form Pads*
6. *Roster Workbook*
7. *Alpha-Queue Signs (with "State Your Full Name & Current Residence Address" sign)*
8. *Precinct Workbook*

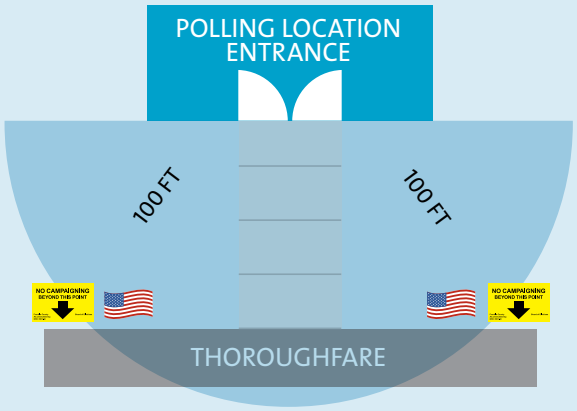
POSTING SIGNS AND FLAGS

Assist the Voting Location Manager with the posting of flags and signs both inside and outside the voting location.

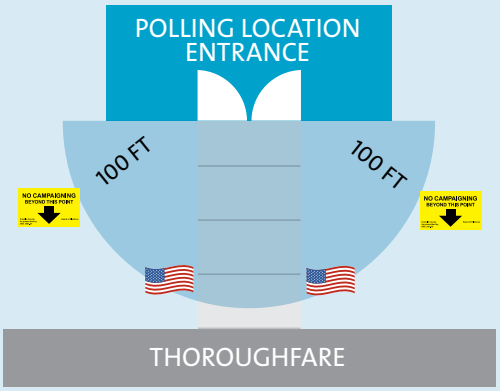
☐ Place at least two small flags and the yellow "No Campaigning Beyond This Point" signs 100 feet from the entrance to the voting location. See diagram below.

- Use the 100-foot ball of string in your Office Supplies Kit to measure the correct distance.
- If there is no place to post the signs (i.e. no grassy area, etc.), place them as far as possible without going over 100 feet.

Campaigning is prohibited within 100 feet of the entrance or entrances voters must use, as well as within the entire building itself.



In the above diagram, the 100-foot radius overlaps the thoroughfare. Notice that the area within which campaigning is prohibited extends across the street.



In the above diagram, the 100-foot radius does not overlap the thoroughfare. Place flags and signs accordingly.

- ☐ Place the large U.S. flag outside the voters' primary entrance to the polling location.

- ☐ Strategically place the "Voting Today" signs from the entrance to the voting location to guide voters through the building.

- ☐ Tape the remaining inside-voting-location signs in a prominent location where voters can easily see them:
  - ☐ Instructions for using the ES&S iVotronic Voting Machine System
  - ☐ Voting Rights Information Poster
  - ☐ Special Voting Instructions Poster (Indicates how to cast a regular and provisional ballot)
  - ☐ Notice of Double Voting Signs
  - ☐ Official Sample Ballot
  - ☐ Full Text of Condensed Ballot Language (for a question or issue on the ballot)
  - ☐ Area Map

CONGRATULATIONS! YOU ARE NOW SET UP AND READY TO PROCESS VOTERS.

UNDERSTANDING THE TWO TYPES OF VOTERS

REGULAR VOTERS

A Regular Voter is one who meets **ALL THREE** of the following criteria, and thereby is eligible to cast a regular ballot on a machine.

1. The voter is in the correct Precinct
2. The voter's stated name is an acceptable match to the name that appears in the Signature Poll Book
3. The voter has a valid ID

GOOD TO KNOW

If the voter has moved within the same precinct, and his or her name appears in the Signature Poll Book, ask that he/she complete a Voter Registration Form in order to change his/her address in the county's voter files.

If the voter has moved to a different precinct within the voting location, that voter must vote provisionally.

THE MOST COMMON VALID FORMS OF ID ARE:

- Ohio Driver's License
- Federal or State of Ohio Photo ID
- Military ID

OTHER VALID FORMS OF ID

May be accepted as long as the name on the ID is an acceptable match to the name that appears in the Signature Poll Book AND the address on the ID is an EXACT match to the one in the Signature Poll Book.

- Utility Bill
- Bank/Savings & Loan Statement
- Government Check
- Paycheck
- Other Government Document
- College/University Document
- Credit Card Statement
- Car Registration
- Speeding Ticket
- Ohio Hunting/Fishing License
- Ohio License to Carry a Concealed Handgun

GOOD TO KNOW

If a voter's STATED name and/or address are not acceptable matches to those in the Signature Poll Book, the voter cannot restate to make a match. Once it's said, it's set in stone.

PROVISIONAL VOTERS

A Provisional Voter is one who meets **ONE** or **MORE** of the following criteria, and thereby must vote a paper ballot.

- The voter's name is not found in the Signature Poll Book
- The voter is marked ABS/PROV or PROV in the Signature Poll Book

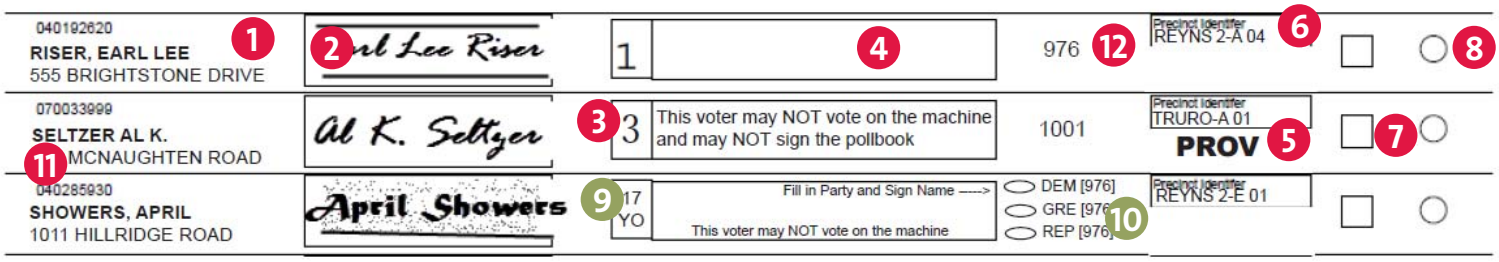
- The voter does not provide a valid form of ID
- The voter has changed his or her name, and does not have the legal proof required to complete Form 10-L
- The voter has moved from one Franklin County Voting Precinct to another without changing his or her voter registration
- The voter was challenged before the election, a hearing was held, and the challenge was found to have merit by the Board of Elections
- The Voter's eligibility was challenged by the PEO on Election Day AND the Voter refuses to complete the Affidavit/Oath Examination of Person Challenged form

WHAT IF THE VOTER IS UNABLE TO CAST HIS/HER VOTE ON EITHER THE VOTING MACHINE OR ON A PAPER BALLOT WITHOUT ASSISTANCE?

See "Assisting Voters with Specific Disabilities" for instruction

GETTING TO KNOW THE SIGNATURE POLL BOOK

The Signature Poll Book contains the names and address of every voter who is registered in the precinct. It provides you with any special directions needed to process the voter, and serves as a legal document when the Election is over. The illustration below will give you an idea of what type of information is both already in the book or needs to be recorded by you or the voter.



1. Voter's Name and Address
2. Voter's Scanned Signature
3. Special Notation Number – *gives you the additional information found on the back inside cover of the Signature Poll Book*
4. Signature Area –*you may find a notation here*
5. Voter's Status – *e.g. Absentee Voter, Provisional Voter*
6. Precinct Identifier
7. Problem Box – *checked in conjunction with notes on the Problems & Corrections page*
8. Signature Circle – *filled in when voter signs book*
9. Special Notation: 17-year-old Voter
10. Requested Ballot Checkbox with (voter's ballot style)
11. Voter ID number - for curbside voters only
12. Ballot Style Number

● *All Elections* ● *Primary Elections only*

THOU SHALT NOT:

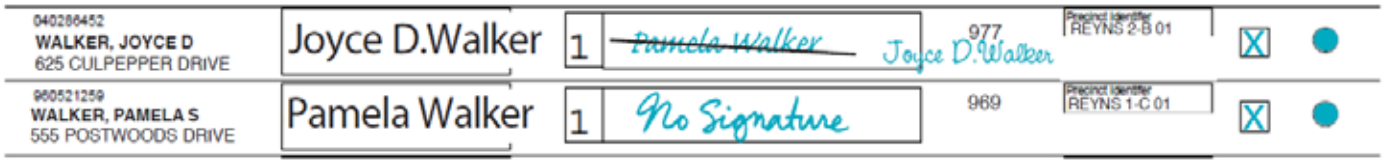
- DRAW, DOODLE OR WRITE ON OR DEFACE ANY INFORMATION ON THE COVER OR IN THE PAGES OF THE SIGNATURE POLL BOOK
- LEAVE TABS, POST-IT NOTES OR OTHER MATERIALS IN THE SIGNATURE POLL BOOK

WHAT IF THE VOTER SIGNS ON THE WRONG LINE OF THE SIGNATURE POLL BOOK?

EXAMPLE: Pamela Walker signed on Joyce Walker's Line. You discover it after Pamela has left.

- ☐ Draw a line through Pamela's Signature in Joyce's box.
- ☐ Write "no signature" in Pamela's box.
- ☐ Place an "X" in the problem boxes on both lines, and record the problem on the Problem and Corrections Page (APPENDIX RJ-3), making sure to include the page number and line number.

  In the example below, you might write, "Pamela Walker signed on Joyce Walker's line. We crossed through Pamela's name and had Joyce sign to the right. We then wrote, 'no signature' on Pamela Walker's line."
- ☐ When Joyce comes in to vote, have her sign to the **RIGHT** of her signature box, and double check to make sure there is an "X" in her problem box.



WHAT IF AN ELIGIBLE VOTER IS UNABLE TO SIGN HIS OR HER NAME IN THE POLL BOOK?

If the voter is able, ask him or her to make his or her legal mark, such as an "X" on the signature line in the poll book. Then write the voter's name on the same line next to the mark.

Alternatively, if the voter has filed an Attorney-in-Fact with the BOE, he or she may have the Attorney-in-Fact sign the voter's name in the Signature Poll Book in the voter's presence.

WHAT IF THE VOTER IS UNABLE TO CAST HIS/HER VOTE ON EITHER THE VOTING MACHINE OR ON A PAPER BALLOT WITHOUT ASSISTANCE?

See "Assisting Voters with Specific Disabilities" for instruction.

WHAT IS AN ATTORNEY-IN-FACT?

An Attorney-in-Fact is a person, not necessarily an attorney, of the voter's choice, who may sign all election-related documents on behalf of the voter.

- In order to have an Attorney-in-Fact, the voter must have filled out and filed the correct forms (Form 10F or 10G) with the Board of Elections prior to the election.
- At any time, the Attorney-in-Fact's power may be rescinded by completing the Attorney-in-Fact Revocation Form at the Board of Elections.
- If the voter has an Attorney-in-Fact on file with the Board of Elections, the Attorney-in-Fact's signature will be on file, and it will be noted in the Signature Poll Book.
- The voter must have the Attorney-in-Fact accompany him or her to the polling place. If the Attorney-in-Fact is not present, the voter must vote provisionally.
- The Attorney-in-Fact may sign the voter's name in the Signature Poll Book as long as the voter is present.

REGARDING POWER OF ATTORNEY

If a person holds a Power-of-Attorney for another, it does not necessarily mean that the person with the Power-of-Attorney has the special authority of an Attorney-in-Fact to sign elections-related documents. Because the Power-of-Attorney generally offers broad discretion to sign documents, many incorrectly believe that they can sign an elections document on behalf of the person who gave them the Power-of-Attorney responsibility. A person who holds Power-of-Attorney cannot, under any circumstance, sign an elections-related document for another voter unless a valid Attorney-in-Fact form is on file with the Board of Elections.

POSTING THE REGISTER OF VOTERS LISTS

You will be asked to update and post the official Register of Voters Lists (pink/green/white) throughout the day so that the public can see which registered voters in your precinct have voted. **Members of the public *may* take photos of the lists.**

At 6:30 a.m. Post the PINK COPY with the absentee ballot names marked.

From 6:30 a.m. to 11:00 a.m. Each time a voter votes in your location, check their name on both the GREEN and WHITE copies of the list(s).

At 11:00 a.m. Post the GREEN COPY of the list with the names marked of those who voted between 6:30 a.m. and 11:00 a.m.

From 11:00 a.m. to 4:00 p.m. Each time a voter votes in your location, check their name on the WHITE copy.

4:00 p.m. Post the final WHITE COPY with the names of those who voted between 6:30 a.m. and 4:00 p.m.

7:30 p.m. Remove the WHITE COPY from the wall, and put it in the VLM Supply Bag for return to the Board of Elections. Place the GREEN and PINK copies in the Large Brown Bag, and return to Compartment #1 on the Machine Cart.

PROCESSING REGULAR VOTERS

☐ Greet the voter and ask, "What is your name?"

☐ Look up the voter's stated name in the Signature Poll Book and verify that the stated name and poll book name are an acceptable match.

- *If the voter's stated name is not in the Signature Poll Book,* fill out a Reason for Paper Ballot form, and send the voter to the Paper Ballot table.
- *If the voter's stated name is not an acceptable match with the name in the Signature Poll Book due to a name change,* he or she will need to complete Form 10-L before voting as a Regular Voter. See complete instructions under *Name Change Guidelines*

☐ Ask, "What is your current address?"

- We are required by law to ask this to ensure voters are in the right voting location.

☐ Verify that the voter's stated address is the same as the address in the Signature Poll Book

- If the addresses don't match, look up the stated address in the Yellow Polling Location Street Guide to ensure voter is in the correct voting location.
  - *If the voter is in the wrong voting location,* fill out a Reason for Paper Ballot Form and send the voter to the Paper Ballot table as a lost voter.
  - *If the voter is in the right location, but in the wrong precinct,* he or she must vote as a Provisional Voter. Fill out a Reason for Paper Ballot form, and send the voter to the Paper Ballot table.
  - *If the voter is in the right location AND the correct precinct,* ask the voter to complete a Voter Registration Form (APPENDIX RJ-4), and proceed to ask for ID.

☐ Ask the voter for a valid form of identification.

- The majority of voters who arrive at your voting location will present you with a photo ID—either an Ohio Driver's License or a State Identification Card. Ensure it is valid by checking against the criteria in "A Guide to Valid Photo IDs"
  - *If the photo ID is expired,* ask for another form of ID. If no other form of ID is available, fill out a Reason for Paper Ballot form and send the voter to the Paper Ballot table to vote as a provisional voter.
  - *If the photo ID is not expired,* continue to process as a regular voter.
- *If the voter presents a non-photo ID,* ensure it is valid by checking against the criteria in

"A Guide to Non-photo IDs."

- *If the non-photo ID is invalid,* fill out a Reason for Paper Ballot form and send the voter to the Paper Ballot table to vote as a provisional voter.
- *If the non-photo ID is valid,* continue to process the voter as a regular voter.

- *If the voter presents a military ID,* ensure it is valid by checking against the criteria in "Military IDs"

☐ Check the name on the valid ID against the name in the Signature Poll Book

- If there are minor discrepancies (such as a nickname) between the name on the ID and the name in the Signature Poll Book, see the *Acceptable & Unacceptable Name Matches* chart.
- If the names are not an acceptable match, ask for another form of ID. If still not acceptable, fill out a Reason for Paper Ballot form, and send the voter to the Paper Ballot Judge to have them vote as a provisional voter.

☐ Look at the special notation number to the left of the voter's signature block in the Signature Poll Book.

- **If the number "1" appears,** the voter is a regular voter. Have the voter sign the Signature Poll Book on the correct line.
  - For Primary Elections Only: have voter check party affiliation or Issues Only in the Signature Poll Book
- **If the number "3" appears,** the registration acknowledgement sent to the voter by the Board of Elections was returned as undeliverable, and the voter must vote a provisional ballot. The voter does not sign the Poll Book. Fill out a Reason for Paper Ballot form, give it to the voter, and send him/her to the Paper Ballot Judge, who will process him/her as a Provisional Voter.
- **If the number "4" appears,** the voter has applied for an Absentee Ballot, and must vote a provisional ballot or return their absentee ballot to the County Board of Elections by 7:30 p.m. *We do not accept absentee ballots at the voting location.* Should the voter choose to vote at the voting location, fill out a Reason for Paper Ballot form, give it to the voter, and send him/her to the Paper Ballot Judge, who will process him/her as a Provisional Voter. The voter does not sign the Poll Book.
- **If "17 yo" appears,** the voter is a 17-year-old voter who will be 18 years of age on or before the November general election. The 17-year-old voter may vote on the nomination (but not the election) or candidates, because he or she will be eligible to vote for the candidate(s) nominated for these offices at the November general election. A 17-year-old voter CANNOT vote on: any candidacy for a state or county political party's central committee, or any question or issue, such as a school tax levy, charter amendment, or local liquor option.

SPECIAL INSTRUCTIONS FOR PROCESSING A 17-YEAR-OLD VOTER (PRIMARY ELECTIONS ONLY)

- If the 17-year-old voter is a regular voter, and has signed the Signature Poll Book and indicated party preference, darken the circle on the far right side of the voter's line.
- Mark the voter's name on the green and white copies of the Register of Voters Lists to be posted at 11:00 a.m. and 4:00 p.m.
- Fill out an Authority-to-Vote slip with the Party Preference, Ballot Style and Precinct Identifier.
- Fill out a Reason for Paper Ballot form, and check the box that reads, "17-year-old Voter."
- Hand the Authority-to-Vote slip and the Reason for Paper Ballot form to the voter, and send him or her to the Paper Ballot Judge.

IF "ATTORNEY-IN-FACT" APPEARS IN THE SIGNATURE BLOCK, THE VOTER HAS DESIGNATED AN ATTORNEY-IN-FACT TO SIGN ALL ELECTION-RELATED DOCUMENTS ON HIS OR HER BEHALF. THE VOTER MUST BE IN THE PRESENCE OF THE INDIVIDUAL WHO IS SIGNING ON HIS OR HER BEHALF. IF THE ATTORNEY-IN-FACT IS NOT PRESENT, THE VOTER MUST VOTE PROVISIONALLY. VOTER MUST PRESENT A VALID ID. THE ATTORNEY-IN-FACT DOES NOT NEED TO PRESENT AN ID.

- ☐ Once the voter has signed the Signature Poll Book, darken the circle on the far right side of the voter's line.
- ☐ Mark the voter's name on the green and white copies of the Register of Voters Lists to be posted at 11:00 a.m. and 4:00 p.m.

GOOD TO KNOW
NO absentee ballots can be accepted at the polling location. The voter must return the absentee ballot to the County Board of Elections before 7:30 p.m. on Election Day or vote provisionally at their voting location. **NO EXCEPTIONS!**

- ☐ Fill out an Authority-to-Vote (ATV) Slip (APPENDIX RJ-5)
  - ☐ Fill in the voter's Ballot Style and Precinct Identifier as listed in the Signature Poll Book or the Yellow Polling Location Street Guide.
  - ☐ **For Primary Elections Only:** on the ATV Slip, also record the voter's party.
- ☐ If you have not already done so, return the voter's ID.
- ☐ Give the voter the ATV Slip and direct them to the machines.

Acceptable & Unacceptable Name Matches

If minor differences exist between the name on the photo ID and the name in the Signature Poll Book, there is room for a little flexibility. Look at the photo on the ID to ensure that the voter is, indeed, the person representing himself or herself. Then check the chart below to see examples of acceptable and unacceptable name matches.

Name on Driver's License	Name in Poll Book	Acceptable match?
Cynthia Atkins	Cindy Atkins	YES
Alan Thompson	Alan Thomson	YES
Aaron W. Howell	Aaron Howell	YES
J. Bradley Stone	James B. Stone	YES
Lucy C. Dawson	Lucille Dawson	YES
F. Stanford Wayne	F. S. Wayne	YES
Elizabeth Daughty	Betty Daughty	YES
Mary Hendricks/Mary Jackson	Mary Hendricks-Jackson	YES
Melva M. Jones	Melva Smith	**NO**

NAME CHANGE GUIDELINES

If the voter's stated name does not match the name in the Signature Poll Book:

- ☐ Ask the voter for the appropriate legal proof of name change (Document must be certified. NO photocopies.) Appropriate documents are:
  - Official Court Document that includes both former AND current name
    - Change of Name
    - Divorce Decree

    OR
  - Marriage License (Abstract of Marriage NOT a souvenir License)
    - New last name must either match the name of the spouse or be a combination of both spouses' last names (i.e. hyphenated)
  - If the voter is unable to provide appropriate legal proof of name change, complete the Reason for Paper Ballot form (APPENDIX RJ-I) and send the voter to the Paper Ballot Judge to cast a provisional ballot.

- ☐ Once you have verified the document, and ensured that the voter still resides in their registered precinct, have him/her fill out the top portion of Form 10-L, bound in the Roster Workbook (APPENDIX RJ-8). Do not remove the form from the Roster Workbook.

- ☐ Take the Roster Workbook back from the voter and fill out the bottom portion of Form 10-L.

- ☐ Have the voter sign the NEW name in the Signature Poll Book.

- ☐ Write an "X" in the "Problem" box and notate the name change on the "Problems & Corrections" page at the back of the Signature Poll Book.

- ☐ Give the voter an Authority-to-Vote Slip and have him/her proceed to vote on the machine.

FOR **GENERAL ELECTIONS IN EVEN-NUMBERED YEARS** AND **PRESIDENTIAL PRIMARY ELECTIONS.**

IF A REGULAR VOTER ASKS TO VOTE A PAPER BALLOT

Under a federal court Consent Order between the Ohio Secretary of State and the Ohio League of Women Voters, counties with direct recording electronic voting machines (DREs), such as the voting machines used in Franklin County, must also provide paper ballots to every voting location to be used in the event of voting machine failure and for voters who prefer to use a paper ballot instead of the DRE. This requirement exists only for regular federal general elections (elections held in November of even-numbered years) and presidential primary elections. If a voter requests to vote using a paper ballot instead of using the DRE's at the time he or she is showing identification and signing the Signature Poll Book, and that voter is a regular ballot voter who would otherwise be able to vote on the voting machines, the Roster Judge must use the Reason for Paper Ballot form, indicate that the "Voter requests a paper ballot." Issue the voter an ATV Slip and direct the voter to the Paper Ballot Judge. It is important for the Roster Judge, the Paper Ballot Judge, and the voter to know that this is a regular paper ballot–not a provisional ballot–and it will be placed in a tan secrecy envelope to be returned with the other paper ballots to the Board of Elections where it will be scanned and tallied on Election Night. It should not be advertised to voters that they have the option of voting using a paper ballot instead of the voting machines, nor should the voter be discouraged from making the choice to use a paper ballot once they have stated their preference.

A GUIDE TO VALID PHOTO IDs

A Photo ID is valid if:

1. The expiration date has not passed
2. It includes a photograph of the voter
3. The voter's name is an acceptable match to the Signature Poll Book

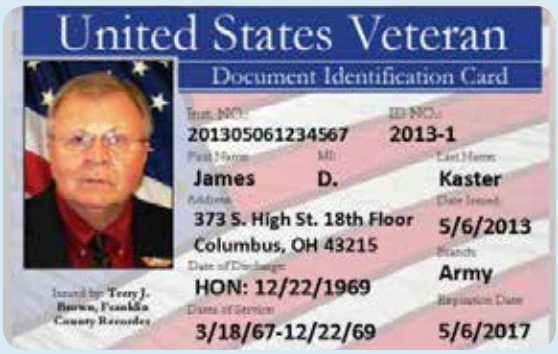
State Identification Card–Over 21 Years of Age

The photo IDs represented below are for training purposes only. Information shown is OK even if it appears to be expired. Colors and content are for placement only.

Note: On each card, the license number is designated "License No" and is not the number above the photo.

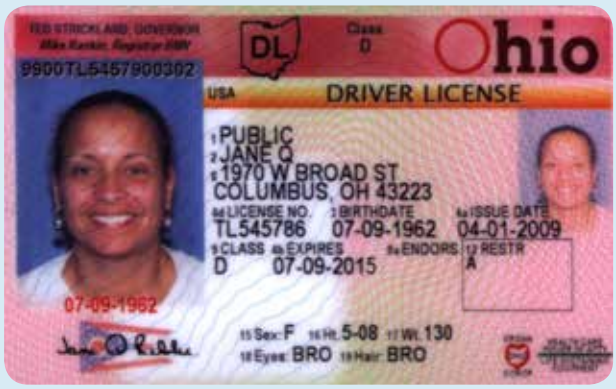
State Identification Card–Under 21 Years of Age

U.S. Veterans Military ID Card



This is only one example of the many styles of valid military ID cards.

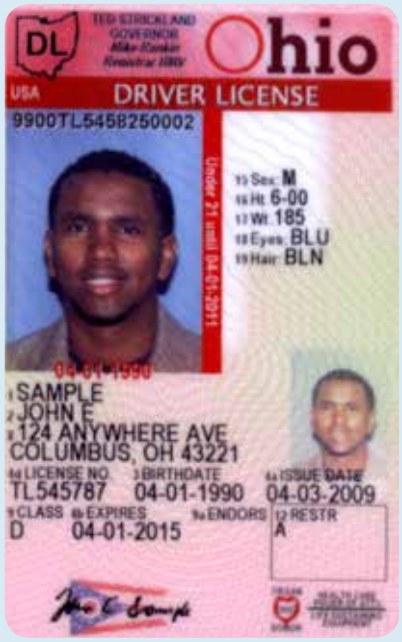
Standard Ohio Driver Licenses–Over 21 Years of Age



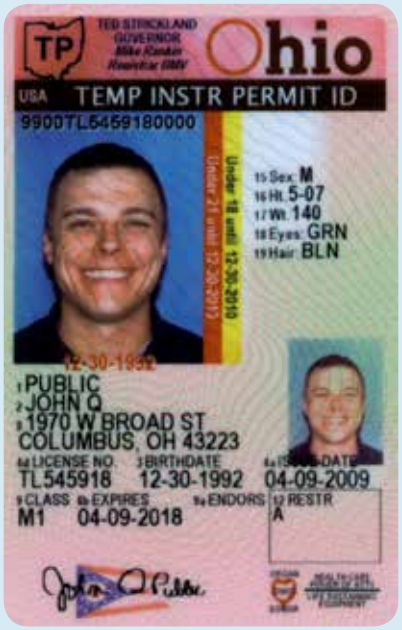
Note: On each card, the license number is designated "License No" and is not the number above the photo. The expiration dates are designated "Expires."

Note: The most recent Ohio driver's licenses are blue, not pink.

Standard Driver Licenses–Under 21 Years of Age

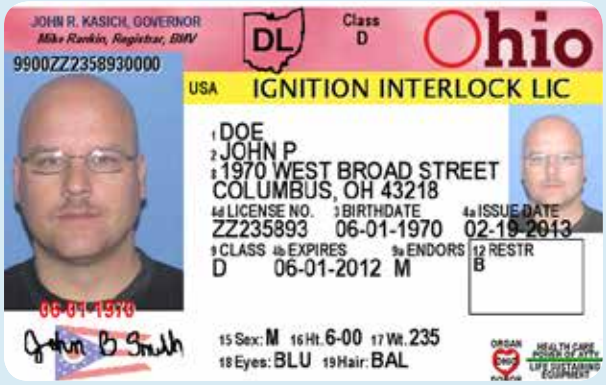


Motorcycle Temporary Instruction Permit



Commercial Driver License

Driver License–Ignition Interlock Device Required



Temporary Instruction Card–Under 21 Years of Age

Driver License–Ignition Interlock Device Required–Under 18

MILITARY IDs

We honor the sacrifices made by and the integrity of all of our service men and women. To that end, we accept all Military IDs. We do, however, ask that the Military ID allows a Precinct Election Official to determine that it is the Military ID card of the person who is presenting it for the purpose of voting.

When reviewing a Military ID, please keep in mind the following:

- It may not include a name
- It may not include an address
- It may not include a photo
- It may not include an expiration date (but if it does, the ID cannot be accepted if it has expired)
- It may be a copy of the card

A GUIDE TO VALID NON-PHOTO IDs

In order to be processed as a Regular Voter, the voter's non-photo ID must meet the following criteria. If the ID does not meet the following criteria, the voter must vote provisionally.

CRITERIA THAT **MUST BE MET** FOR **ALL** VALID NON-PHOTO ID LISTED BELOW

- Must contain an acceptable name and the current address of the voter, and conform to both the voter's stated information and the information that appears in the Signature Poll Book.
- May be the actual paper letter, statement or form OR a printed copy of the electronically transmitted letter, statement or form. It may NOT be an electronic form shown on a phone, tablet, or other electronic device.
- Must be current within one year of the Election Day for which the voter is presenting it.

UTILITY BILLS, INCLUDING, BUT NOT LIMITED TO:

- water/sewer, heating gas
- cable or internet
- telephone and cellular phone

BANK STATEMENTS

GOVERNMENT CHECKS, INCLUDING BUT NOT LIMITED TO:

- paycheck, check stub, or receipt provided for direct deposit of funds issued by any level of government (known as "political subdivision") in Ohio, and any other state, or the U.S. Government.

PAYCHECK, INCLUDING BUT NOT LIMITED TO:

- paycheck, check stub, or receipt provided for the direct deposit of wages or earnings from any public or private employer.

GOOD TO KNOW

When accepting a non-photo ID, the address on ID must match the one shown in the Signature Poll Book. If the name on the ID and the name in the Signature Poll Book are slightly different, see *Acceptable and Unacceptable Name Matches* to determine if they are an acceptable match.

OTHER GOVERNMENT DOCUMENTS

- a document issued by a "government office," which includes any local (city, county, township, village, school district or other political subdivision), state or federal government office, branch, agency, division or similar component, including a board, commission, or public college, university or community college whether or not in Ohio.

  Examples include, but are not limited to:

  - letters
  - tax bills
  - notices
  - court papers
  - grade reports
  - transcripts

OTHER ACCEPTABLE FORMS OF ID

- College University Document
- Credit Card Statement
- Car Registration
- Speeding Ticket
- Ohio Hunting/Fishing License
- Ohio License to Carry a Concealed Handgun (has a photo but is considered to be acceptable non-photo ID)
- Residents Listing (Assisted Living Facilities & Nursing Homes only)

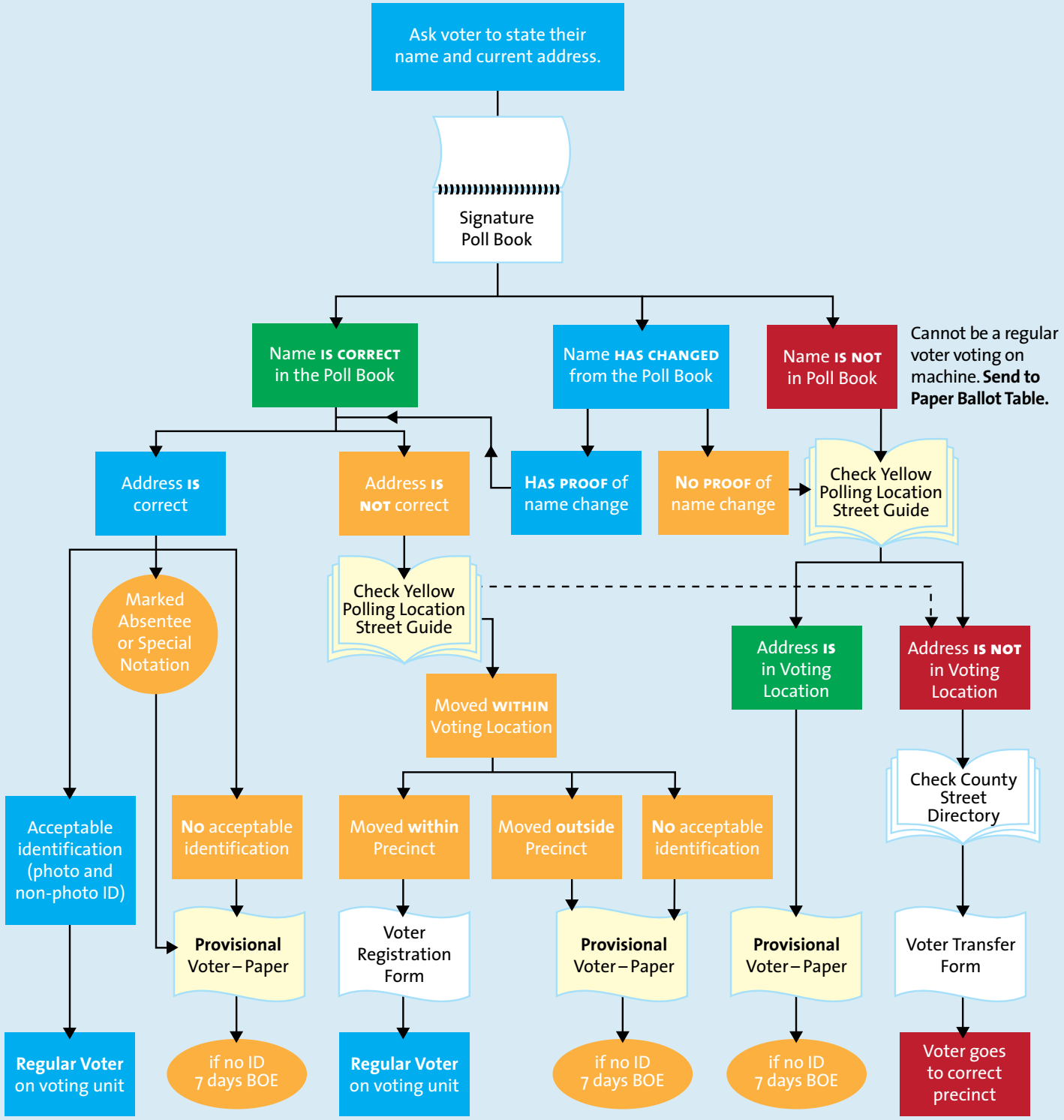
UNACCEPTABLE FORMS OF ID

Ohio law does not allow for the following forms of ID to be accepted by PEOs:

- Driver's License or Photo ID issued by a state other than Ohio
- Social Security Card (last four digits can be used on Provisional Ballot Envelope only)
- Passport
- Birth Certificate (unless the voter still lives in the house where he or she resided at birth, and the birth certificate contains the home address)
- Insurance Cards
- Any registration acknowledgement from the Franklin County Board of Elections (all other documents from the Board of Elections are acceptable identification as government documents).

MAKE SURE EACH VOTER GETS HIS OR HER ID BACK. IF AN ID IS ACCIDENTALLY LEFT BEHIND, PLEASE PLACE IT IN THE VLM SUPPLY BAG, WHICH GETS RETURNED TO THE B.O.E. WAREHOUSE ON ELECTION NIGHT.

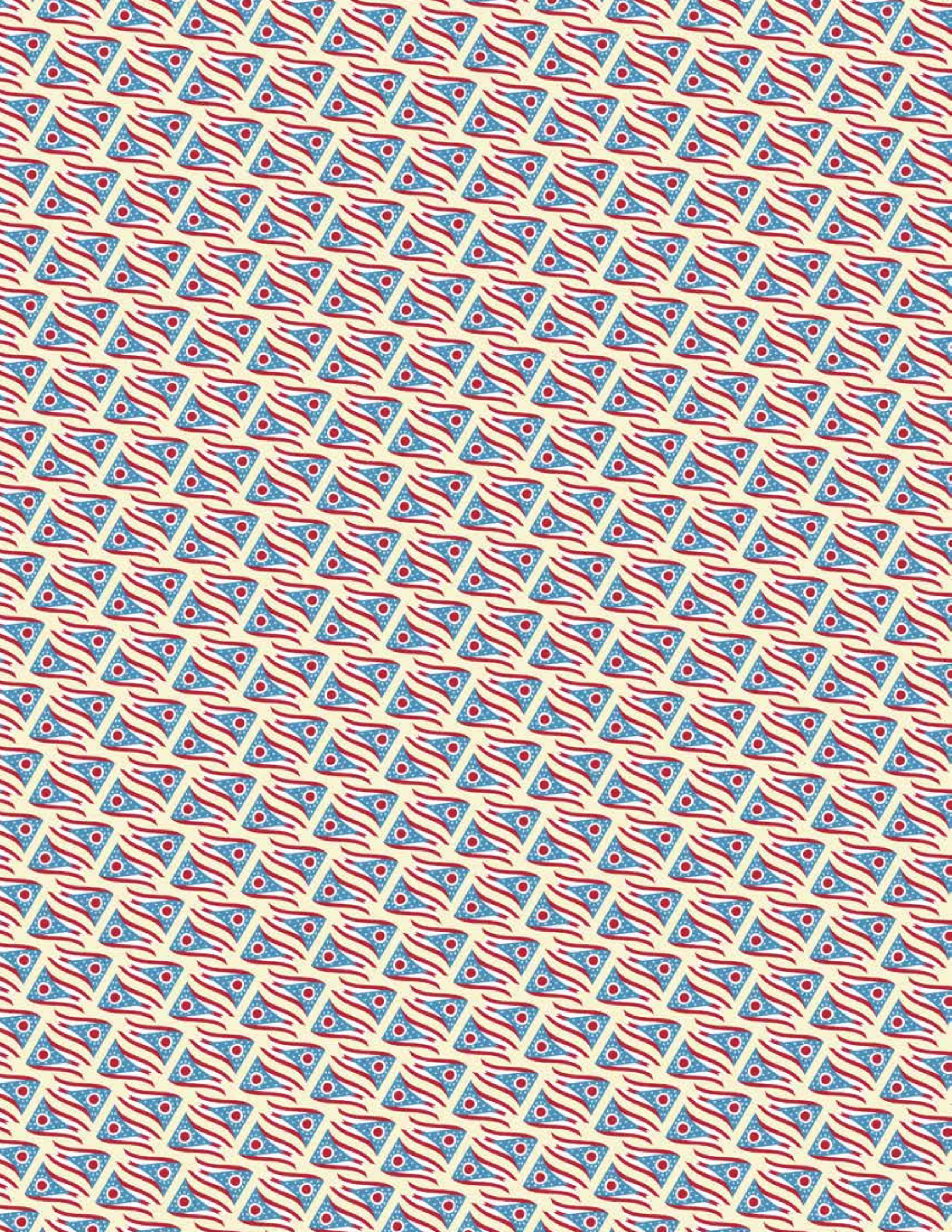
Flow Chart for Processing a Voter as a Regular Voter or Provisional



ASSISTING PROVISIONAL VOTERS

If you determine that a voter must vote a provisional ballot, follow the steps below:

- ☐ Fill out a Reason For Paper Ballot form.
- ☐ Give the voter the form, and send him or her to the Paper Ballot Judge(s).
- ☐ Record "PROV" in the Signature Block of the Signature Poll Book.
- ☐ Mark the voter's name on the green and white copies of the Register of Voters Lists to be posted at 11:00 a.m. and 4:00 p.m.



CLOSING THE ROSTER TABLE CHECKLIST

- ☐ Make sure that the Signature Circle (●) is filled in for every voter who received an ATV Slip.
- ☐ Count all the signatures (darkened circles) in each Signature Poll Book, and record each book's total on its front cover.
- ☐ Sign the cover of the Signature Poll Book(s) for which you had responsibility at any time during the day.
- ☐ Complete the Roster Judge portion of the Election Day Balance Sheet by writing in the total number of signatures found in the Signature Poll Books.
- ☐ Make sure the Voting Location Manager signs the cover of each Signature Poll Book.
- ☐ Seal the right side of each Signature Poll Book with a Red Tamper-proof Security Seal (no need to record the seal number).
- ☐ Assist the Voting Location Manager in gathering all inside and outside flags and signs, and placing them in Compartment #1 (Large U.S. Flag goes back on top of Machine Cart).
- ☐ Assist the Voting Location Manager in gathering all materials and office supplies and placing them in Compartment #1 of Machine Cart.
- ☐ Assist the Voting Location Manager in gathering all materials that **MUST** be returned to the warehouse, including Signature Poll Books and Judge's Workbooks.
- ☐ Ensure that you have taken the posted **WHITE COPY** of the **REGISTER OF VOTERS LIST** from the wall and put it in the VLM Supply Bag. Place the green and pink copies in the large brown bag and return it to Compartment #1 on the Machine Cart.

Red Tamper-proof Poll Book Seal (applied at the end of the day)

REASON FOR PAPER BALLOT FORM

REASON FOR PAPER BALLOT

Roster Judge: Please mark below the reason the voter is being sent to the Paper Ballot Station. Voter takes the completed form to the Paper Ballot Station for assistance.

Paper Ballot Judge: Please verify that the voter is in the correct location by using your yellow Polling Location Street and Road Guide.

PROVISIONAL VOTER:	
☐	Voter needs to vote provisionally.
☐	If **ATTORNEY IN FACT** is printed in the signature box, mark the box to the left and mark the box above for the voter to vote provisionally.

OR

LOST VOTER	
☐	Voter has moved and needs to be directed to their new polling location.

OR

17 YEAR OLD VOTER:	
☐	**17 Year Old Voter -** Voter is a regular voter but must cast their ballot on paper. The voter must sign the signature poll book and receive an Authority to Vote slip prior to reporting to the paper ballot station for a ballot.

OR

PAPER BY CHOICE VOTER:	
☐	**Paper Ballot Option** - Voter is a regular voter but requests to cast their ballot on paper. The voter must sign the signature poll book and receive an authority to vote slip prior to reporting to paper ballot station for a ballot.

SAMPLE

17-Year-Old Voter section appears for Primary Elections Only.
Paper Ballot By Choice Voter section appears for General Elections in even-numbered years and Presidential Primary Elections Only.

VOTER CONTACT PAGE

The following voters appeared at the polls to vote on this date and were unable to cast a ballot due to problems. Name, address and phone number are to be recorded and the voter contacted when the problem is corrected.

Name _____ Phone Number _____
Address _____
Problem _____

Name _____ Phone Number _____
Address _____
Problem _____

Name _____ Phone Number _____
Address _____
Problem _____

Name _____ Phone Number _____
Address _____
Problem _____

Name _____ Phone Number _____
Address _____
Problem _____

Name _____ Phone Number _____
Address _____
Problem _____

Name _____ Phone Number _____
Address _____
Problem _____

Name _____ Phone Number _____
Address _____
Problem _____

SAMPLE

LID# 3021 **A-E** **Zone #1**

Roster Workbook Problems and Corrections

Record problems and corrections below and initial your entry in the space provided.

Page #	Voter's Name	Time of Day	PEO's Initials	Specific description of item(s) to be reported to the Board

SAMPLE

VOTER REGISTRATION/ CHANGE OF ADDRESS FORM

1. Are you a U.S. citizen? ☐ **Yes** ☐ **No**
2. Will you be at least 18 years of age on or before the next general election? ☐ **Yes** ☐ **No**
If you answered NO to either of the questions, do not complete this form.

3. Last Name	First Name	Middle Name or Initial	Jr., II, etc.

4. House Number and Street (Enter new address if changed)	Apt. or Lot #	5. City or Post Office	6. ZIP Code

7. Additional Rural or Mailing Address (if necessary)	8. County where you live

9. Birthdate (MO-DAY-YR) (required)	10. Ohio driver's license No. OR last 4 digits of Social Security No. (one form of ID required to be listed or provided)	11. Phone No. (voluntary)

12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street

Previous City or Post Office	County	State

13. **CHANGE OF NAME ONLY** Former Legal Name	Former Signature

I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.

14. **Your Signature →**

Date_____/_____/_____
MO DAY YR

FOR BOARD USE ONLY
SEC4010 (Rev. 07/08)

City, Village, Twp.

Ward

Precinct

School Dist.

Cong. Dist.

Senate Dist.

House Dist.

SAMPLE

GENERAL ELECTION

AUTHORITY TO VOTE

This document is the property of the Franklin County Board of Elections. It must be returned in the storage bin of the supply cart. Illegal use or reproduction of this card will be prosecuted under Ohio Election Laws.

Ballot Style

Precinct Identifier

SAMPLE

PRIMARY ELECTION

AUTHORITY TO VOTE

This document is the property of the Franklin County Board of Elections. It must be returned in the storage bin of the supply cart. Illegal use or reproduction of this card will be prosecuted under Ohio Election Laws.

Precinct Identifier

Ballot Style

Voter's Party Choice

SAMPLE

OFFICIALS: REGISTER OF VOTERS

The names and addresses of the registered voters in your precinct are listed on the following pages.

POST THIS LISTING AT 6:30 a.m. BEFORE POLLS OPEN

Before posting, identify those persons who voted by absentee ballot by placing a "X" to the front of their names. Two additional listings have been provided and must be posted at 11:00 a.m. and again at 4:00 p.m. (NOTE: At the c
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OFFICIALS: REGISTER OF VOTERS

The names and addresses of the registered voters in your precinct are listed on the following pages.

POST THIS LISTING AT 11:00 a.m. (Update 6:30 a.m. to 11:00 a.m.)

Identify those persons who voted by absentee ballot and those persons voting between the hours of 6:30 a.m. and 11:00 a.m. by placing a "X" to the front of their names. Between 6:30 a.m. and 11:00 a.m. you will be marking this listing as well as your 4:00 p.m. listing. At 11:00 a.m., remove the listing posted at 6:30 a.m. from the w
polls,
listing

If the
of th
corre

OFFICIALS: REGISTER OF VOTERS

The names and addresses of the registered voters in your precinct are listed on the following pages.

POST THIS LISTING AT 4:00 p.m. (Update 6:30 a.m. to 4:00 p.m.)

Identify those persons who voted by absentee ballot and those persons voting between the hours of 6:30 a.m. and 4:00 p.m. by placing a "X" to the front of their names. At 4:00 p.m., remove the listing posted at 11:00 a.m. from the wall and replace it with this listing. You will not be updating any of these three listings for the remainder of the day. At the closing of your polls, place the pink and the green listings in the cart in compartment #2 with Alpha Que and Sign Kits. Place the white listing in the canvas bag to be returned on election night

If there are corrections or deletions needed on this listing, enter an explanation of such on the correction page of the Precinct Workbook. Identify by what authority (Name, phone number and source of information) the correction is being made. Authenticated information is encouraged.

Precinct: LID# 2100-SEC-1

EMERITUS AT CHESTNUT HILL
Franklin County

Election date:

Section 3503.23. Ohio Revised code requires:
The Board of Elections shall cause to be prepared from the registration database a complete and official registration list for each precinct, containing the names, addresses, and political party whose ballot the elector voted in the most recent primary election of all qualified registered voters in the precinct. The poll workers shall conspicuously post and display one copy of each precinct list at the polling place in each precinct.

On election day, precinct election officials shall at 6:30 a.m., 11 a.m. and 4 p.m. place a mark before the name of those registered voters who have voted.

Franklin County
Where Government Works
Board of Elections

SAMPLE

Form No. 10-X Prescribed by Secretary of State (06-14)

STATEMENTS OF PERSONS CHALLENGED AS TO PARTY AFFILIATION
(R.C. 3513.19, .20)

_____ (ward) _____ (precinct) _____ (city, village or township)

(fill in date, year, county, city, village or township, ward and precinct before electors sign)

At the Primary Election held on the _____day of _____, _____, each of the electors named below were challenged as being ineligible to vote on the basis that he or she was not affiliated with or was not a member of the political party whose ballot he or she requested.

State of Ohio, County of _____:

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

I, _____ (Name of Person Challenged), of _____ (Address)
hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____Party and wish to cast a ballot in the party's primary election this year.

_____ (Signature of Person Challenged)

_____ (Signature of Precinct Election Official)

Right to Vote
Approved ☐ Rejected ☐

I, _____ (Name of Person Challenged), of _____ (Address)
hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____Party and wish to cast a ballot in the party's primary election this year.

_____ (Signature of Person Challenged)

_____ (Signature of Precinct Election Official)

Right to Vote
Approved ☐ Rejected ☐

I, _____ (Name of Person Challenged), of _____ (Address)
hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____Party and wish to cast a ballot in the party's primary election this year.

_____ (Signature of Person Challenged)

_____ (Signature of Precinct Election Official)

Right to Vote
Approved ☐ Rejected ☐

I, _____ (Name of Person Challenged), of _____ (Address)
hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____Party and wish to cast a ballot in the party's primary election this year.

_____ (Signature of Person Challenged)

_____ (Signature of Precinct Election Official)

Right to Vote
Approved ☐ Rejected ☐

SAMPLE

Form No. 10-L Prescribed by Secretary of State (06-14)

NOTICE OF CHANGE OF NAME
R.C. 3503.16(B)(1)(b)

Voter's new legal name: _____

Voter's former name: _____

Voting residence address:

Street Address_____

City, Village, or Post Office _____

County _____ Zip Code _____

Birth date _____/_____/_____

(Month) (Day) (Year)

☐ Your Ohio driver's license number_____, **or,** if you do not have a driver's license,
(begins with two alphabet letters followed by six numbers)

☐ The last four digits of your Social Security number _____, **or,** if you have neither,

☐ Please check this box indicating that you have none of the above.

I hereby declare, under penalty of election falsification, I am a citizen of the United States, have lived in this state for 30 days immediately preceding this election, and am at least 18 years of age.

X_____ X _____
(Signature of Voter) (Date Signed)

Your former signature: _____

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

INSTRUCTIONS TO PRECINCT ELECTION OFFICIAL:

1. Verify the address provided by the voter above matches the address printed in the pollbook. If the addresses are different, but the address above is in your precinct (based on the precinct street listing), then the voter may cast a *regular* ballot. If the addresses are different and the address above is not in your precinct, direct the voter to the correct precinct where they may cast a *provisional* ballot.

2. Check the appropriate box indicating type of legal proof of name change provided:

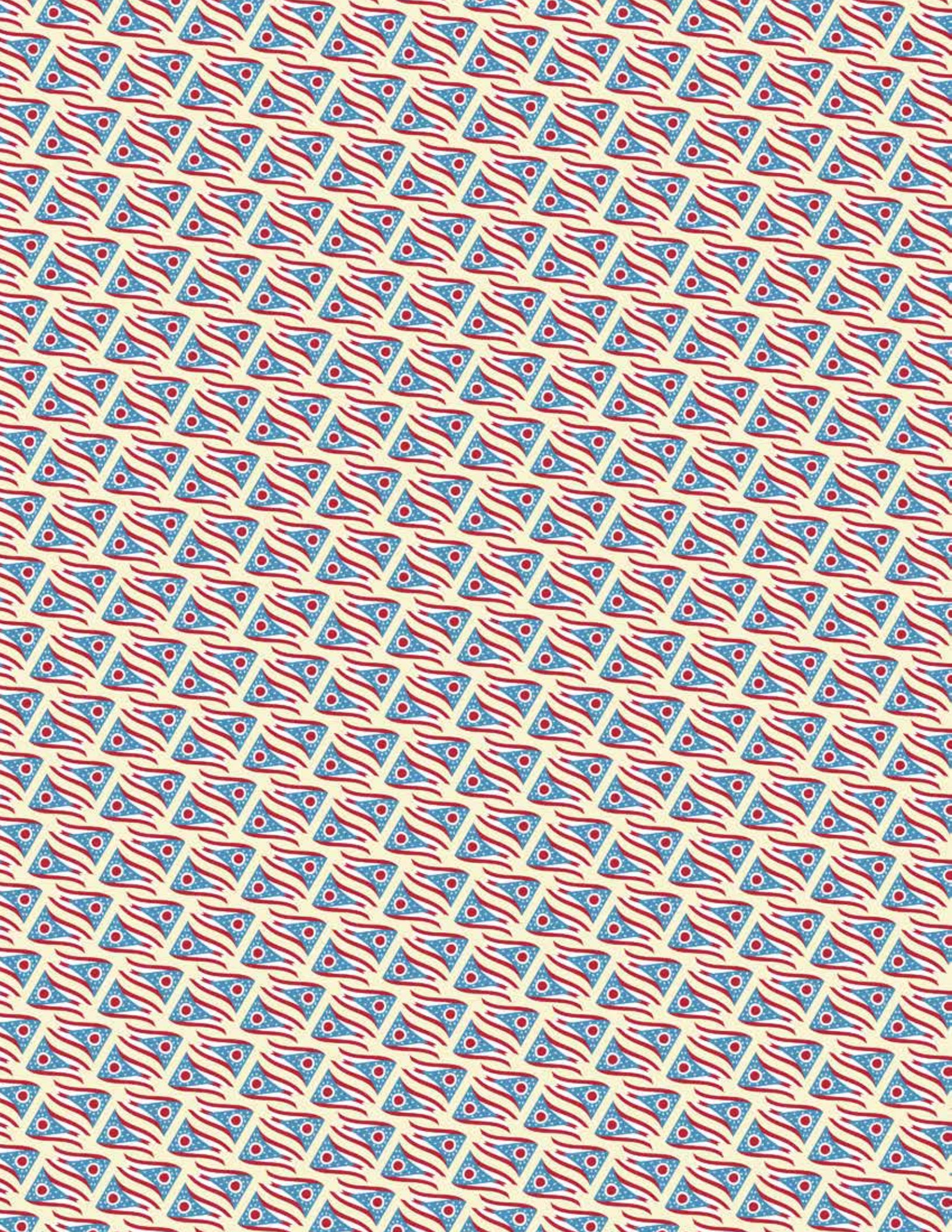
   ☐ Marriage license

   ☐ Court order

   ☐ Other: _____

3. Precinct Election Official Signature: _____

SAMPLE



THE VOTING MACHINE JUDGE

As a Voting Machine Judge, it is your job to:

- arrive at the voting location no later than 5:30 a.m. on Election Day
- set up and open the voting machines and record seal numbers
- activate machine and select correct ballot
- assist voters in getting started on the voting machines
- cancel ballots when necessary
- assist voters who have special needs
- balance the public count on the machines against number of Authority-to-Vote (ATV) slips four times throughout the day (at 9 a.m., 1 p.m., 4 p.m. and at closing)
- close machines, record seal numbers, and print results tapes
- store the voting machines
- pack the VOTR (Voter Official Tabulation Results) Book

WHERE TO FIND WHAT YOU NEED:
This section of the manual contains everything you, as a Voting Machine Judge, need to know.

PART ONE: BEFORE THE POLLS OPEN — PP. 122 TO 130

Locating Your Supplies — p. 122
Voting Machine Set Up and Opening — p. 124
Voting Machine at a Glance — p. 127

PART TWO: DURING THE ELECTION — PP. 133 TO 144

Assisting Regular Voters — p. 133
Assisting Provisional Voters/Disabilities — p. 135
Audio-assisted Voting — p. 138
Cancelling a Ballot — p. 142
About Write-in Votes — p. 143
Balancing the Public Count Against ATV Slips — p. 144

PART THREE: CLOSING THE POLLS — P. 145 TO 150

Closing the Machines — p. 145

APPENDIX — PP. 151 TO 163

1

PART ONE:

BEFORE THE POLLS OPEN AT 6:30 A.M.

YOUR RESPONSIBILITIES, STEP BY STEP

FIRST THINGS FIRST: Locate your supplies

Before you begin, locate the following items and forms that you will need to open your voting machines.

GOOD TO KNOW

If you don't find your supplies where they are listed here, check the VLM Supply Bag and both compartments on the Machine Carts before calling the Election Day Hotline.

IN MACHINE CART COMPARTMENT #1

- Red Wire Cutters
- Extension Cords with Adaptors

IN MACHINE CART COMPARTMENT #2:

- Voting Equipment Supply Pack (Cake Box)
  - Results Tape Printer (you won't need this until closing)
  - Headphones
  - Red Tamper-proof Seals
  - Blue Tamper-proff Seals
  - Blue Security Lock Ties
- Voter Official Tabulation Results (VOTR) Book, which contains:
  - Yellow Master PEB(s)
  - Blue Supervisor PEBs
- Office Supplies Kit with name tags, plastic bag and static wipes
- Machine Judge Aprons

IN THE VLM SUPPLY BAG:

- Storage Cart Key (attached to the cell phone bag)
- Precinct Workbook, which contains the following forms:
  - Storage Cart Security Seals Record (APPENDIX VMJ-1)
  - Certificate #1 (APPENDIX VMJ-2)
  - Certificate #2 (APPENDIX VMJ-3)
  - Election Day Balance Sheet (APPENDIX VMJ-4)
  - Problems and Corrections Page (APPENDIX VMJ-5)
- Authority-to-Vote Envelopes (APPENDIX VMJ-9)

MACHINE CART COMPARTMENT #1

Wire Cutters

Extension Cord with Adapter

MACHINE CART COMPARTMENT #2

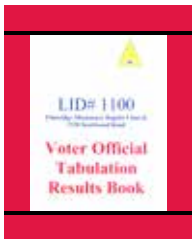
OFFICE SUPPLIES KIT CONTAINING:

Office Supply Box

Name Tags

Plastic Bag for used seals

Static Wipes



VOTR Book

PEBs

THE CAKE BOX CONTAINING:

Voting Equipment Supply Pack (Cake Box)

Red Tamper-proof Lock Seal

Results Tape Printer(s)

Blue Tamper-proof Tape

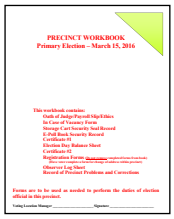
Blue Security Lock Tie

Headphones

Machine Judge Apron(s)

VLM SUPPLY BAG:

Storage Cart Key and Cell Phone Bag


PRECINCT WORKBOOK
Primary Election – March 15, 2016

This workbook contains:
Oath of Judge/Payroll Slip/Ethics
Storage Cart Key Log
Storage Cart Security Seal Record
E-Poll Book Security Record
Certificate #1
Election Day Balance Sheet
Certificate #2
Registration Forms
Observer Log Sheet
Record of Precinct Problems and Corrections

Forms are to be used as needed to perform the duties of election official in this precinct.

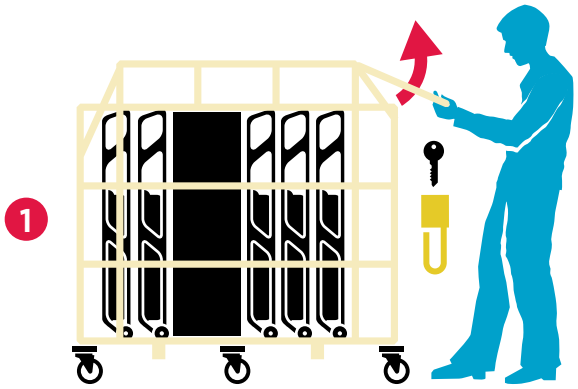
Voting Location Manager _____ Signature _____

Precinct Workbook

Authority-to-Vote Envelopes (APPENDIX VMJ-9)

PRECINCT WORKBOOK CONTAINS:

Storage Cart Security Seals Record (APPENDIX VMJ-1)
Certificate #1 (APPENDIX VMJ-2)
Certificate #2 (APPENDIX VMJ-3)
Election Day Balance Sheet (APPENDIX VMJ-4)
Problems and Corrections page (APPENDIX VMJ-5)



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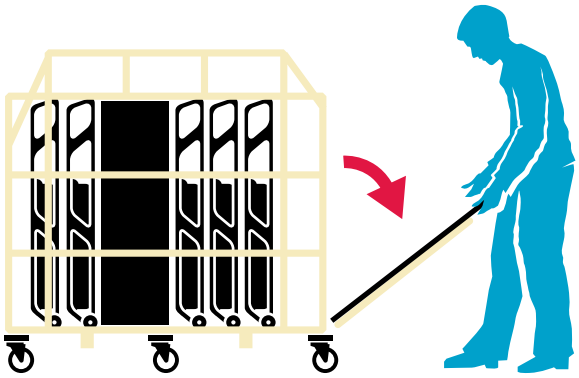

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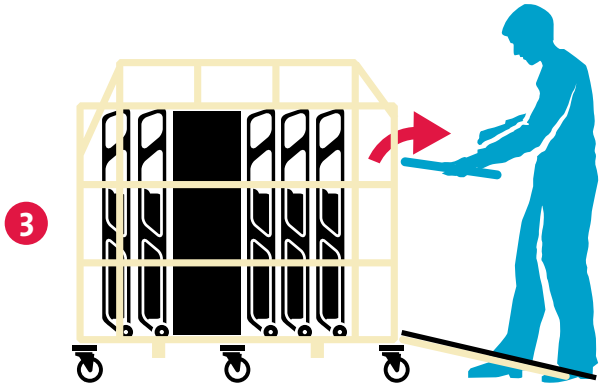

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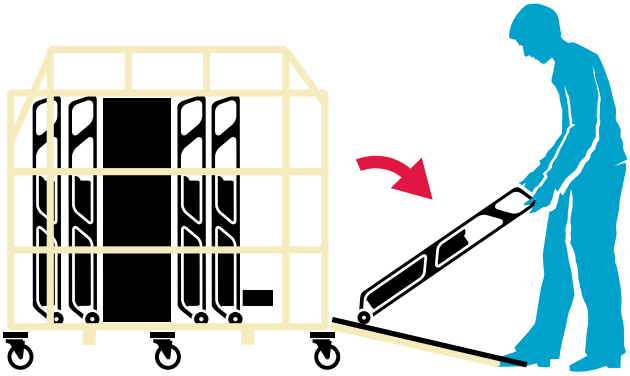

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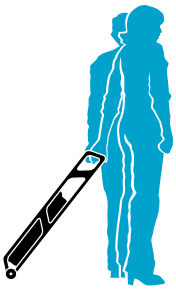

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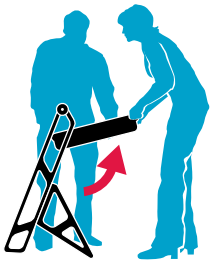
PINCHING HAZZARD!

When lifting machine, place hands on the outside rim beneath the white and green labels to avoid fingers from getting pinched.



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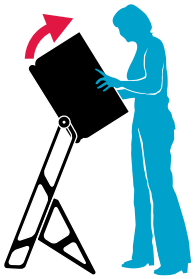

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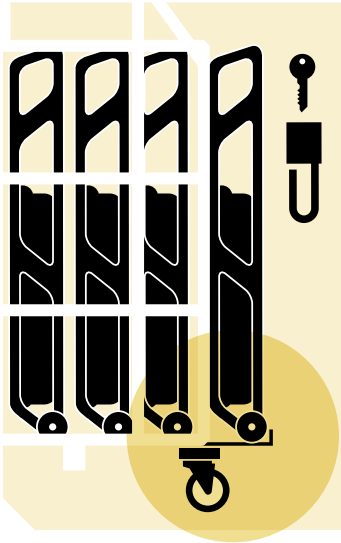


AUXILIARY MACHINE HANGER

If your voting location requires more machines than a cart was designed to hold, your cart may arrive with one or two additional machines sitting outside the cart on a metal hanger, attached to the top of the cart with a lock.

It will be necessary for you to unlock (using the cart key on the cell phone bag) the additional machines, remove them, and remove the metal hanger from the cart in order to lower the ramp and remove the remaining machines from the cart.

VOTING MACHINE SET-UP AND OPENING CHECKLIST:

☐ Locate the machine storage carts.

- ☐ Check the label on the front of the compartment and verify the Location ID number (LID#). Single precinct locations will be in the 1000 range; multiple precinct locations will be in the 2000-7000 range.
  - If your LID # is incorrect, call the Election Day Hotline at (614) 525-4100, option 2.

☐ Remove the Red Tamper-proof Lock Seal from all cart locks.

- ☐ Record the serial numbers printed on the Red Tamper-proof Lock Seal on the Storage Cart Security Seals Record (APPENDIX VMJ-1) in the Precinct Workbook.
- ☐ Discard used seals in the plastic bag in your Office Supplies Kit.

☐ Unlock the storage carts with the cart key and remove locks 1

- ☐ Place the locks in the Voting Equipment Supply Pack (Cake Box), where you will retrieve them at the end of the day.

☐ Lower ramp, and remove the blue separator bar that secures the voting machines in the cart(s) 3

☐ Carefully remove the voting machines from the cart(s), and wheel them to the desired locations 4

- See next page for some helpful tips on setting up and positioning the voting machine.
- See APPENDIX VMJ-6, for sample layouts of voting machine set up.
- A lowered ramp is a tripping hazard; be sure to stow it once voting machines are removed.

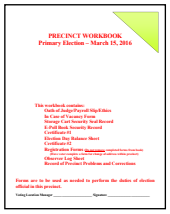
☐ Set up the machines.

- ☐ Lay the machine flat on the floor 6

GOOD TO KNOW

Stand at each machine after you've set them all up to see how comfortable you feel. Can you see the other screens? Can they see yours? Adjust accordingly.

"Set up for others as you would have them set up for you."



Precinct Workbook

Red Tamper-proof Lock Seal

Storage Cart Key

Plastic Bag for Collecting Seals

GOOD TO KNOW
Opening the machine can be a pinching hazard; watch your hands and fingers.

- ☐ Carefully pull the legs away from the center.

  Don't force them; they'll resist further opening once they're fully extended.

- ☐ Lift the machine, leaning it forward, so that it rests on its legs 7
- ☐ While facing the machine, lift the screen portion of the machine up and away from you 8

  When correctly positioned, the screen will snap into place at a 45º angle.

A FEW THINGS TO REMEMBER WHEN POSITIONING YOUR MACHINES

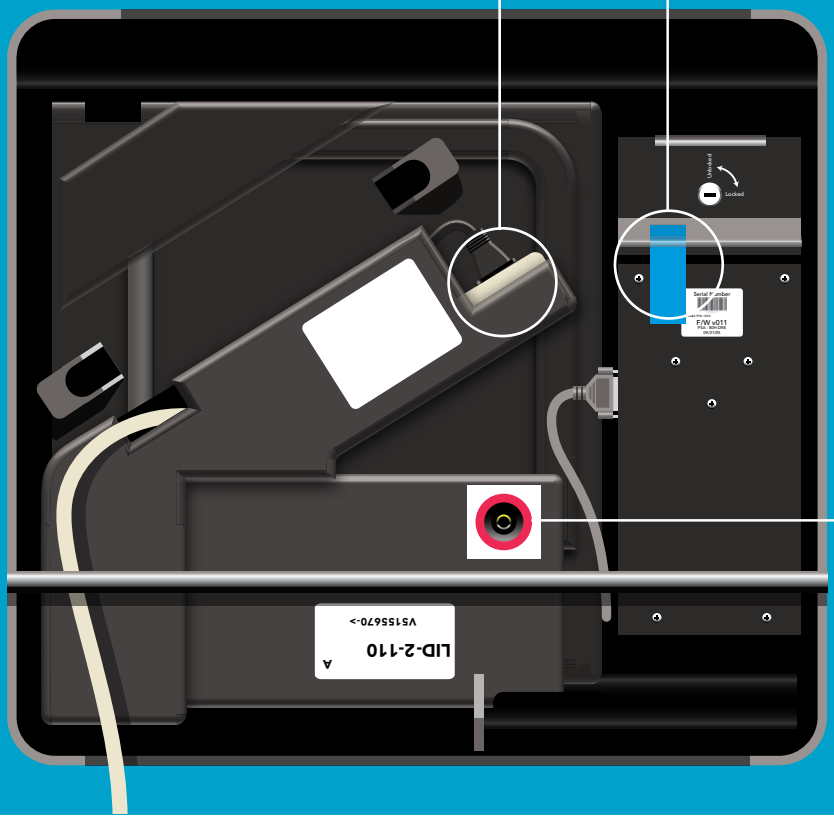
- Position your first machine by an electrical outlet and plug it in.
- Up to five additional machines can be daisy chained off the first machine.
- Keep power cords out of the way.
- Leave ample space between machines and walls to allow voters with disabilities and/or those assisting them room to maneuver.
- Make sure every machine is in public view in order for PEOs to be able to monitor activity.

GOOD TO KNOW
Machine cords and legs can be tripping hazards. Please be aware of them, and be careful. Extension cords can be taped securely to all floors except hardwood.

GOOD TO KNOW
Ohio Revised Code insists that every voting location have a specified number of voting machines based on their total number of registered voters, and that ALL machines MUST be set up. We're sorry; we know this can be frustrating in areas of low voter turnout, but it's the law, so please set up ALL of your machines.

- ☐ Unwrap the power cord on your first voting machine and plug into a wall outlet.
  - ☐ Check the power strip on the back of the machine to verify that the red power light is on.
- ☐ Familiarize yourself with your voting machine.
- ☐ Starting with the far-left machine:
  - ☐ Cut Blue Security Lock Tie from the top of the voting machine using red wire cutters
  - ☐ Record the number from the lock tie onto Certificate #1 (APPENDIX VMJ-2).
  - ☐ Place the lock tie in the plastic bag in the Office Supplies Kit.

Gray RTAL printer cable
Green tamper-proof seal
Black power cable
Voting Machine Serial Number
RTAL Printer (attached to all machines)
RTAL Printer Window
Machine serial number
Montrose Elementary School
2555 E. Main St.
MPL-2-110
V5155670->
SEALED
VOTE
Insert the ballot cartridge to begin voting.
Current Date: 14:25:52 7/11/2010
SERIAL NUMBER


Power strip
Blue tamper-proof seal
Reset button
Unlocked
Locked
Serial Number
F/W v011
LID-2-110
V5155670->
A

Blue Security Lock Tie

Red Wire-cutters

Green Tamper-proof Seal
(Never remove during Election)

Blue Tamper-proof Seal
(Only removed by technician)

Authority-to-Vote Envelope

- ☐ Open the voting machine doors.
- ☐ Make sure the black power and gray RTAL cables at the top of the voting machine are firmly attached.
  - This ensures that the back-up battery does not run down.
- ☐ Continue filling out Certificate #1 in the Precinct Workbook.
  - ☐ Record the Voting Machine Serial Number from the white label, which is located above the RTAL printer window on the front of the Voting Machine.
  - ☐ Record the Green Tamper-proof Seal number at the top of the machine on the flashcard compartment, but don't remove the seal.
  - ☐ Record the Blue Tamper-proof Seal number on the back of the machine, but don't remove the seal.

! IF EITHER OF THE TAMPER-PROOF SEALS HAVE BEEN TORN OR THE WORD "VOID" APPEARS, REMOVE MACHINE FROM SEQUENCE AND PLACE AT END OF LINE. ONCE ALL MACHINES ARE SET UP, CALL THE ELECTION DAY HOTLINE AT (614) 525-4100, OPTION 2.

- ☐ Attach an "Authority-to-Vote" envelope (APPENDIX VMJ-9) to the outside door of machine.
- ☐ Remove the Yellow Master PEB from the VOTR book (APPENDIX VMJ-7)
- ☐ Insert the Yellow Master PEB into the voting machine.

☐ Wait for the following sequence of messages to appear and record the Public and Protective Counts onto Certificate #1

Welcome
to the
iLotronic

Verifying Firmware CRC

Welcome
to the
iLotronic

Firmware CRC OK

Welcome
to the
iLotronic

Public Count: 0 Protective Count: 1556

- As you open the polls, the Public Count should always be "0". If it's not, move the machine to the end and begin opening procedure on next machine. When all machines are open, call the Election Day Hotline at (614) 525-4100, option 2.

PEBs

GOOD TO KNOW
Open your machines from left to right, the same way you set them up and recorded their serial numbers on *Certificate #1*.

GOOD TO KNOW
If you have trouble remembering which color PEB to use for opening and closing your Voting Machines, just think "Sunrise and Sunset." Now you know! The answer is YELLOW!

GOOD TO KNOW
You may have more than one Yellow Master PEB. In this case, each machine must be opened and closed with the same Yellow Master PEB. As you open each machine, write its serial number on the white label on the Yellow Master PEB. This will give you a record of which machines were opened in which order by which Yellow Master PEB. If you are in a voting location with more than one Yellow Master PEB, the VLM will receive a supplemental instruction sheet with a reminder of these and other special procedures. If you have questions, call (614) 525-4100, option 2.

☐ Wait for the following message to appear:

WARNING: DO NOT REMOVE PEB

Retrieving ballot from PEB
You will be notified when it is safe to remove PEB.

PLEASE WAIT...
Caution: if PEB is removed during this operation
the process will need to be restarted.

THIS PROCESS MAY TAKE A FEW MINUTES.

IF THIS SCREEN DOES NOT APPEAR AND/OR YOU GET THE MESSAGE "NO RTAL FOUND":

- REMOVE THE YELLOW PEB
- VERIFY THAT YOU HAVE POWER TO THE MACHINE
- VERIFY THAT ALL CABLES ARE FIRMLY ATTACHED
- PRESS THE RESET BUTTON ON THE BACK OF THE MACHINE
- REINSERT THE YELLOW MASTER PEB
- CONTINUE

IF YOU HAVE PROBLEMS CALL (614) 525-4100, OPTION 2

☐ Verify the polling location.

- If the LID # shown on the screen is correct, select YES, and follow instructions on screen.
- If the LID # shown on the screen is incorrect, select NO. (You will be instructed to remove the PEB. Close machine doors, and call Election Day Hotline at (614) 525-4100, option 2.)

☐ When the following screen appears, remove the PEB:

> You must remove the PEB to
>
> continue opening the terminal.

- After a few moments, the screen will display the following message:

> Terminal Opening successful.
>
> This terminal is now ready for voting.
>
> Press VOTE Button to Exit.

☐ Follow instructions by pressing the red "VOTE" button located above the touch screen.

- The screen will go blank.
- This machine is now ready for voting.

YOU HAVE NOW SUCCESSFULLY OPENED YOUR FIRST MACHINE.

☐ Continue to open one voting machine at a time, working from left to right, following the previous steps.

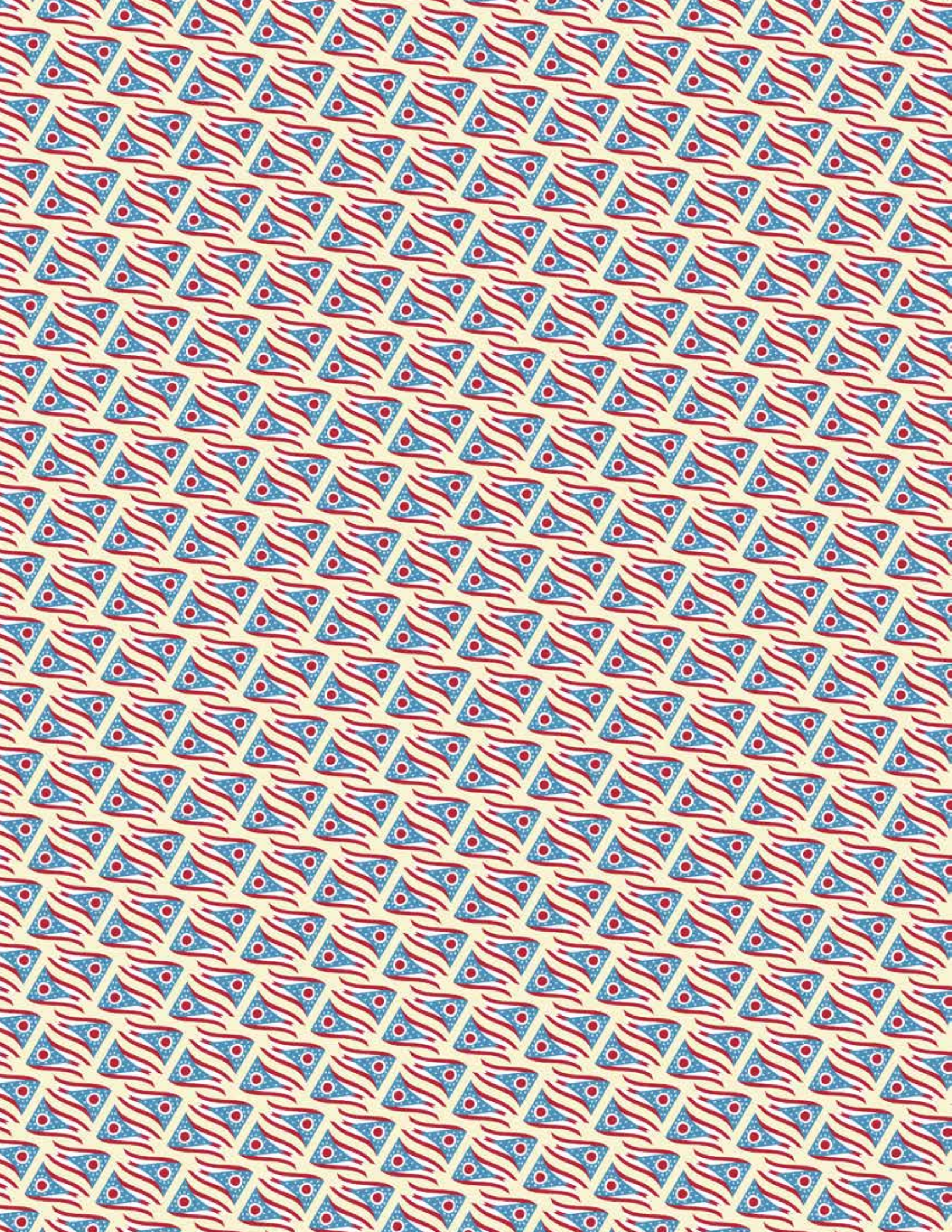
☐ Once all machines are open, place Yellow Master PEB back in the Voter Official Tabulation Records (VOTR) book.

☐ Distribute Blue Supervisor PEBs and Machine Judge aprons to all Voting Machine Judges and give VOTR Book to VLM.

GOOD TO KNOW
Although it's ideal to have all of your voting machines open when you open the polls at 6:30 a.m., if you do not, simply have voters use those machines that are already open while you continue the opening process.

GOOD TO KNOW
ALL voting machines in your location MUST be opened and used at least once during the day.

Machine Judge Apron



ASSISTING REGULAR VOTERS CHECKLIST:

☐ Take the ATV slip (APPENDIX VMJ-8) from the voter and check the Precinct Identifier.

☐ Insert the Blue Supervisor PEB into the voting machine.

- We recommend keeping your Blue PEB in your apron pocket so it's ready to go each time you activate a voting machine for a voter.

☐ Choose the correct Precinct Identifier from the touch screen (based on the information on the ATV Slip) and confirm with the voter.

- Disregard the "Key Precinct ID" message.

☐ Following the on-screen prompts, verify that the correct Precinct Identifier has been selected (based on the information on the ATV Slip).

- If the Precinct Identifier on screen *is not* correct, press *no*.

  You will be returned to the selection screen where you can choose the correct Precinct Identifier.

- If the Precinct Identifier on screen *is* correct, press *yes*.

☐ Choose "Display Ballot Now" OR (if available) choose the correct Ballot Style# from the touch screen (based on the information on the ATV slip) and confirm with the voter. Verify on the screen that the correct Ballot Style# has been selected.

- If the Ballot Style# is not correct, press no.
  You will be returned to the selection screen where you can choose the correct Ballot Style#.
- If the Ballot Style# is correct, press *yes*.

GOOD TO KNOW
Once you have started to process voters, verify that the Voting Machines' internal clocks are set to the correct date and time by touching the screen. If they are not, call the Election Day Hotline at (614) 525-4100, option 2. You may continue to process Voters on the machine.

GOOD TO KNOW
If a machine freezes, call the Board of Elections at (614) 525-4100, option 2

GOOD TO KNOW
Remind the Voter that the RTAL printer window will display their selections.

☐ ***For Primary Elections Only:*** Choose "Display Ballot Now" OR (if available) choose the correct Party and Ballot Style# from the touch screen (based on the information from the ATV slip) and confirm with the voter.

☐ Verify on the screen that the correct Party and Ballot Style# have been selected.

- If the Party and Ballot Style # are not correct, press no. *You will be returned to the selection screen where you can choose the correct Party and Ballot Style #.*
- If the Party and Ballot Style are correct, press *yes.*

☐ When instructed on the screen, remove the Blue Supervisor PEB.

IF YOU SELECTED THE WRONG PRECINCT IDENTIFIER FOR THE VOTER, AND THE WRONG BALLOT APPEARS ON SCREEN, YOU MUST CANCEL THE BALLOT FOLLOWING THE STEPS IN THE "CANCELLING A BALLOT CHECKLIST."

☐ Touch the screen to select a visual ballot for the Voter.

- The instructions page will appear on screen.

OR

☐ If the voter has requested an audio ballot, do not touch the screen. Instead, follow the steps outlined in the Audio-assisted Voting Checklist.

☐ Ask the voter if he or she has any questions about the process.

- Tell the voter to select "VIEW BALLOT" at the bottom of the instructions page when they are ready to proceed.
- Remind voters that they are not finished voting until they have both **CAST** their ballot and **CONFIRMED** their vote.
- A good way to ensure that the voter has finished voting is to tell them to look for the blue "Thank You for Voting" Screen.

☐ Leave the voter to vote in private.

☐ Place the voter's ATV slip in the Authority-to-Vote Envelope taped to a voting machine door.

IF THE VOTER DOES NOT FINISH VOTING, THE RED VOTE BUTTON WILL FLASH AND THE MACHINE WILL MAKE A BEEPING NOISE. IF THIS HAPPENS, TRY TO FIND THE VOTER AND HAVE THEM **CONFIRM** THEIR VOTE ON THE MACHINE. IF YOU CAN'T FIND THE VOTER, YOU MUST CANCEL THEIR VOTE. FOLLOW THE STEPS ON THE "CANCELLING A BALLOT CHECKLIST."

ASSISTING PROVISIONAL VOTERS WITH DISABILITIES CHECKLIST:

ONLY PROVISIONAL VOTERS WHO EXPRESS A DISABILITY THAT PREVENTS THEM FROM USING A PAPER PROVISIONAL BALLOT, AND WHO REQUEST TO VOTE ON THE VOTING MACHINE WILL BE ALLOWED TO DO SO. ALL OTHER PROVISIONAL VOTERS MUST USE A PAPER BALLOT.

☐ Take the Blue Provisional Ballot Identification Envelope from the voter.

- Ensure that the Paper Ballot Judge has filled out the section on the front entitled "PEO Info," including the Voter's Precinct Identifier and Ballot Style.

☐ Insert the Blue Supervisor PEB into the voting machine.

☐ Choose the correct Precinct Identifier from the touch screen (based on the information on the Blue Provisional Ballot Identification Envelope) .

- If the Precinct Identifier on screen is not correct, press no.

  You will be returned to the selection screen where you can choose the correct Precinct Identifier.

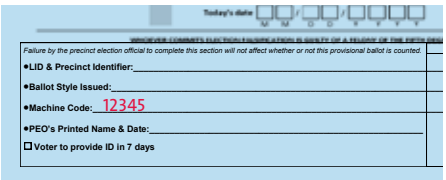
- If the Precinct Identifier on screen is correct, press yes.

☐ Select the yellow "ADA Provisional Only" option on the screen. When requested onscreen to enter the ballot code, use the keyboard on the touch screen to enter the pre-printed 5-digit machine code from the Blue Provisional Ballot Identification Envelope.

- Verbally confirm the code with the voter.

GOOD TO KNOW
Remember to designate one particular machine to be used for all provisional voting.

GOOD TO KNOW
The 5-digit machine code can be found in the bottom box of the Blue Provisional Ballot Identification Envelope on the line marked "Machine Code."


Failure by the precinct election official to complete this section will not affect whether or not this provisional ballot is counted.
•LID & Precinct Identifier:
•Ballot Style Issued:
•Machine Code: 12345
•PEO's Printed Name & Date:
☐ Voter to provide ID in 7 days

☐ Select "Accept" on the screen.

- You will now be taken back to the previous screen, where the 5-digit machine code will appear next to the *"ADA Provisional Only"* box.
  - If you incorrectly entered the number, select the yellow button to return to the previous screen and edit your input.

☐ Choose "Display Ballot Now" OR (if available) choose the correct Ballot Style# from the touch screen (based on the information on the Blue Provisional Ballot Identification Envelope) and confirm with the voter. Verify on the screen that the correct Ballot Style# has been selected.

☐ Verify on the screen that the correct Party and Ballot Style# have been selected.

- If the Ballot Style# is not correct, press no. *You will be returned to the selection screen where you can choose the correct Ballot Style#.*
- If the Ballot Style# is correct, press *yes.*

☐ ***For Primary Elections Only:*** Choose "Display Ballot Now" OR (if available) choose the correct Party and Ballot Style # from the touch screen (based on the information from the Blue Provisional Ballot Identification Envelope) and confirm with the voter.

☐ Verify on the screen the correct Ballot Style # has been selected

- If the Party and Ballot Style # are not correct, press no. *You will be returned to the selection screen where you can choose the correct Party and Ballot Style #.*
- If the Party and Ballot Style are correct, press *yes.*

☐ When instructed on-screen, remove the Blue Supervisor PEB.

☐ Touch the screen to select a visual ballot.

- The instructions page will appear on screen.

OR

☐ If the voter has requested an audio ballot, do not touch the screen. Instead, follow the steps outlined in the Audio-assisted Voting Checklist.

IF YOU SELECT THE WRONG BALLOT FOR THE VOTER, YOU MUST CANCEL THE BALLOT FOLLOWING THE STEPS IN THE "CANCELLING A BALLOT CHECKLIST."

☐ Ask the voter if he or she has any questions about the process.

- Tell the voter to select "View Ballot" at the bottom of the Instructions Page when they are ready to proceed.
- Remind voters that they are not finished voting until they have both CAST their ballot and CONFIRMED their vote.
- Ask Voters to stay in the booth until "Thank You for Voting" appears on the screen.

☐ Instruct the voter to return to the Paper Ballot Table and place the Blue Provisional Ballot Identification Envelope in the Voted Ballot Bag.

☐ Leave the voter to vote in private.

☐ Place a tick mark in the "provisional ballots" box on the front of an Authority-to-Vote (ATV) envelope attached to a voting machine door.

☐ As the voter is leaving, check the machine to ensure voter has completed voting.

- If the voter does not finish voting, the red *vote* button will flash and the machine will make a beeping noise. If this happens, try to find the voter and have them *confirm* their vote on the machine.
- If you can't find the voter, you must cancel their vote. Follow the steps on the *Cancelling a Ballot Checklist*.

AUDIO-ASSISTED VOTING CHECKLIST:

☐ Remove the headphones from the Voting Equipment Supply Pack (Cake Box).

- Plug the headphones into the machine using the jack on the lower right-hand side.
- Hand the headphones to the voter.

☐ Ask the voter if you may offer assistance by guiding his/her hands to each button and explaining its function

- Press the *up* (▲) and *down* (▼) arrow buttons to "skip ahead" or "go back"
- Press the *up* (▲) arrow once to repeat the instructions
- Press the round (●) purple button to change the volume or adjust the controller on the headset cord
- Press the oval (⬭) VOTE button to cast their vote

☐ Take the ATV slip or Blue Provisional Ballot Identification Envelope from the voter.

☐ Insert the Blue Supervisor PEB into the voting machine.

☐ Choose the correct Precinct Identifier on the screen using the information on the ATV slip or Blue Provisional Ballot Identification Envelope. Confirm with the voter.

☐ Verify on screen that the corrrect Precinct Identifier has been selected.

- If the Precinct Identifier is correct, press *yes*.
- If the Precinct Identifier is not correct, press *no. You will be returned to the selection screen where you can choose the correct Precinct Identifier.*

☐ If voter is a Provisional Voter, select "ADA Provisional Only."

- Enter the pre-printed 5-digit number from the Blue Provisional Ballot Identification Envelope. Place a tick mark in the "Provisional Ballots" box on the front of the ATV Envelope attached to the Voting Machine Door. Return the Envelope to the Provisional Voter, and ask them to place the envelope in the ***Voted*** Ballot Bag at the Paper Ballot Judge Table once they have finished voting.

- ☐ On-screen, choose "Display Ballot Now" OR (if available) choose the correct Ballot Style# from the touch screen (based on the information on the ATV slip or Blue Provisional Identification Envelope.
  - ☐ Verify on the screen that the correct Party and Ballot Style# have been selected.
  - If the Ballot Style# is not correct, press *no. You will be returned to the selection screen where you can choose the correct Ballot Style#.*
  - If the BallotStyle# is correct, press *yes.*
- ☐ For Primary Elections Only: Choose "Display Ballot Now" OR (if available), choose the correct Party and Ballot Style# from the touch screen (based on the information on the ATV slip or Blue Provisional Identification Envelope).
  - ☐ Verify on the screen the correct Ballot Style # has been selected.
  - If the Party and Ballot Style # are not correct, press *no. You will be returned to the selection screen where you can choose the correct Party and Ballot Style #.*
  - If the Party and Ballot Style are correct, press *yes.*
- ☐ When instructed on-screen, remove the Blue PEB.
- ☐ Ask the voter if he or she has any questions about the process.
  - Remind voters that they are not finished voting until they have both CAST their ballot and CONFIRMED their vote.
- ☐ Press the diamond-shaped (◆)button below the screen to select the "audio only" ballot.
- ☐ Place the voter's ATV slip in the Authority-to-Vote Envelope and leave the voter to vote in private.

IF THE VOTER HEARS THE WRONG BALLOT BEING ANNOUNCED, HAVE THEM NOTIFY YOU SO THAT YOU CAN CANCEL THE BALLOT FOLLOWING THE STEPS IN THE "CANCELLING A BALLOT CHECKLIST." IF THE VOTER DOES NOT FINISH VOTING, THE RED VOTE BUTTON WILL FLASH. IF THIS HAPPENS, TRY TO FIND THE VOTER AND HAVE THEM CONFIRM THEIR VOTE ON THE MACHINE. IF YOU CAN'T FIND THE VOTER, YOU MUST CANCEL THEIR VOTE. FOLLOW THE STEPS ON THE "CANCELLING A BALLOT CHECKLIST."

- ☐ Remove the headphones from the machine once the voter is through, and place them back in the Cake Box.

What does the audio-assisted voter hear?

Once the diamond-shaped button is pressed, the voter will hear the following prompts and instructions:

"**TO REPEAT INSTRUCTION**,
press the UP arrow button."

"**TO BEGIN VOTING,** press the diamond-shaped button."

"**TO MOVE FROM CONTEST TO CONTEST,** use the arrow-shaped buttons to move up and down the contest titles."

"**TO VOTE A CONTEST,** locate
the contest and press the diamond-shaped button.
The first candidate or selection will be read.

- Use the **UP** and **DOWN** arrow button to move from one candidate/selection to the next.
- When you locate the candidate/selection of your choice, press the diamond-shaped button to vote for that candidate/selection.
- You may change your vote anytime until you confirm your ballot."

"**TO MOVE TO THE NEXT CONTEST,**
Use the **DOWN** arrow button.
It will be necessary to scroll through the remaining candidates/selections in the current contest to get to the next contest."

GOOD TO KNOW
When it comes to accounting for fleeing voters, just remember "flees and ticks." Every time someone flees without confirming their vote, make a tick mark on the ATV Envelope.

GOOD TO KNOW
What if the RTAL paper runs out? You'll know when the paper on a voting machine is about to run out when pink stripes appear on the tape. Keep an eye on the paper windows, and when the stripes appear, close the machine for voting and let your Voting Location Manager know; he or she will call the Election Day Hotline at (614) 525-4100, option 2, and request that a technician come out to change the tape.

GOOD TO KNOW
The Judges performing a ballot cancellation do not both have to be Machine Judges; the second judge can be a Roster Judge, Paper Ballot Judge or the VLM.

CANCELLING A BALLOT CHECKLIST:

WHEN DO YOU NEED TO CANCEL A BALLOT?

- When the wrong Precinct Identifier (or party affiliation/ballot style for Primary Elections) was selected on the voting machine
- When a voter believes the wrong ballot is displayed on the voting machine
- When an audio ballot was selected in error instead of a visual ballot (or vice-versa)
- When a voter leaves without casting and confirming his or her ballot (Fleeing Voter)
- When a machine malfunctions while someone is voting

☐ **Ensure that two judges representing different parties are present to perform the cancellation steps.**

☐ Insert the Blue Supervisor PEB into the voting machine.

☐ At the on-screen prompt, select, "cancel ballot."

☐ At the on-screen prompt, select "yes" to confirm your previous choice.

- Selecting "No" will return you to the previous screen.

☐ At the on-screen prompt, select the appropriate reason for cancelling the ballot.

- If you need to go back to the previous screen, select "Exit the Menu."

☐ At the next on-screen prompt, select "proceed with vote cancellation" to cancel the ballot.

☐ Remove the Blue Supervisor PEB when prompted to do so.

- ☐ If ballot was cancelled due to a fleeing voter (one who left without confirming his or her vote) place a tick mark in the "cancelled ballots" box on one of the Authority-to-Vote Envelopes attached to a voting machine door.

- ☐ If a ballot was cancelled due to anything other than a fleeing voter, record the reason for vote cancellation on the ***Problems and Corrections Page*** (APPENDIX VMJ-5) in the Precinct Workbook.

  - If the cancellation was due to an error on the ATV Slip, send the voter back to the Roster Table where the Roster Judge can confirm the error, make corrections directly to the ATV Slip (or write the correct information on a piece of paper if the ATV Slip has already been deposited), and send the voter back to the machine. DO NOT ISSUE A 2ND ATV SLIP OR PUT THE PAPER IN THE ATV ENVELOPE.

THE VOTER WANTS TO CAST A WRITE-IN VOTE; WHAT SHOULD HE OR SHE DO?

A list of eligible write-in names of candidates and offices will be provided by the Board of Elections. If your form contains no names, your location has no write-in candidates, and therefore no "Write-in" button will appear on the voting machine screen. If your form DOES contain names, a "Write-in" button will appear on the screen, and voters can write in their candidates by completing the following steps:

1. The voter presses the "Write In" button when presented with a list of candidates for a particular office.
2. A pop-up keyboard will appear on the screen.
3. The voter keys in the candidate's name and presses "ACCEPT."
4. The voter returns to the ballot, and can see that the write-in name has been recorded and added to the list of other candidates.
   - Please note that only the first four letters typed in will appear, followed by "..."
5. After making all other desired ballot selections and reviewing them for accuracy, the voter casts and then confirms his vote.

GOOD TO KNOW

Remember, anyone in line at 7:30 p.m. is allowed to vote. At 7:30 p.m., one of the judges should stand at the end of the line and inform anyone who arrives after that time that the polls are now officially closed.

BALANCING THE PUBLIC COUNT

Four times a day, you are required to check the Public Count (the number of voters that day) for each Voting Machine, and record it on the Election Day Balance Sheet (APPENDIX VMJ-4) in the Precinct Workbook.

CALCULATING THE PUBLIC COUNT (MACHINE BALANCE ONLY):

Number of ATV slips in all ATV envelopes
\+ Number of marks for Provisional Ballots for disabled voters
– Number of tick marks for Fleeing Voters

= Public Count Number

CHECK THE PUBLIC COUNT AT:

☐ 9:00 a.m.

- Working from left to right (the same order in which you set up your machines), record the Voting Machine Serial # and the Public Count (at the bottom right corner of the screen) for each machine.
- This is also an opportune time to ensure that the date and time on each of your machines is correct. If any of your machines display the incorrect date or time, call the Election Day Hotline at (614) 525-4100 and ask for a technician to be sent to correct the problem.
- Also, double check to ensure that each machine's red power light is on.

☐ 1:00 p.m.

☐ 4:00 p.m.

☐ After the polls close

ONCE THE LAST VOTER HAS VOTED, YOU ARE READY TO SECURE THE LOCATION AND CLOSE YOUR VOTING MACHINES.

CLOSING THE VOTING MACHINES CHECKLIST:

3 PART TREE:

CLOSING THE POLLS, AFTER 7:30 P.M.

- ☐ Return all Blue Supervisor PEBs to the VOTR Book.
- ☐ Remove the Yellow Master PEB from the VOTR Book.
  - Close your machines from left to right in the exact order in which you opened them.
- ☐ Make sure you have the Precinct Workbook in order to complete the forms.
- ☐ Insert the Yellow Master PEB into the first Voting Machine that was opened.
- ☐ When the screen displays the Close Option Menu, select "Close the Polls."

GOOD TO KNOW

If you are in a voting location with more than one Yellow Master PEB, remember to close each machine with the same Yellow Master PEB you used to open it. Be sure to consult the white label on the Yellow PEB on which you wrote the machine numbers. That way you can be sure to close each machine in the order it was opened. The VLM will receive a supplemental instruction sheet with a reminder of these and other special procedures. If you have questions about this during Election Day, call (614) 525-4100, option 2.

WHEN A VOTING MACHINE'S INTERNAL CLOCK READS 7:30 P.M., A "CLOSE OPTION MENU" WILL APPEAR EACH TIME A BLUE SUPERVISOR PEB IS INSERTED. IF QUALIFIED VOTERS ARE WAITING TO VOTE, SELECT "EXIT THIS MENU" TO ACTIVATE A BALLOT.

- ☐ The following screen will be displayed:

WARNING: DO NOT REMOVE PEB

Preparing to collect votes to PEB.
You will be notified when it is safe to remove PEB.

PLEASE WAIT...

- ☐ Do not remove the Yellow Master PEB until prompted.
  - The machine will continue to close.

GOOD TO KNOW

Do not unplug Voting Machines that are daisy chained together from the wall outlet until you are ready to fold and load them onto the cart.

Voting Machine Supply Pack
(Cake Box)

Results Tape Printer

- ☐ After a few moments, the following screen will be displayed:

TERMINAL CLOSING IS COMPLETE

VOTE DATA COLLECTION SUCCESSFUL

- ☐ Touch the screen to power down the machine.
- ☐ Repeat the above steps for all machines, closing each in the same order that it was opened.
- ☐ Retrieve the Results Tape Printer and take it to the LAST voting machine, where you will print the Results Tapes.

RUNNING THE TAPES:

- ☐ Re-insert the Yellow Master PEB into the LAST voting machine after you have closed all of the other machines.
- ☐ Wait for the following screen to appear on the machine:

☐ Print polling location results tape now
☐ Done

- ☐ Select "Print polling location results tape now." A check mark will appear in the box.
- ☐ Wait for the following screen to appear on the machine (be patient, it may take awhile). Please disregard step 2; there is no communications pack.

Before you print:

1. Connect your printer to the back of the voter terminal. If you are using an RTAL printer, disconnect it in order to connect the Results Tape Printer.
2. If you are using a communications pack, turn the switch to "print."
3. Press and hold the small black button on the printer until its green light turns on.
4. Press the green button labeled PRINT to start printing the report.

After you press PRINT, please wait.
This process may take a few minutes.

To EXIT printing, press the red "CANCEL" button

PRINT CANCEL

☐ Connect the Results Tape Printer to a power source. Make sure the printer is turned off. If the green light is lit, press the small round button to turn off the power.

- The power strip on the back of the last machine will have an available outlet.

☐ Verify that the data cable and power plug are attached the Results Tape Printer.

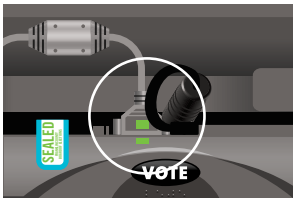
☐ When prompted on the touch screen, disconnect the gray RTAL printer cable and replace it with the black data cable from the Results Tape Printer.

- The printer cable has a D-shaped connector so you can't connect it incorrectly. Make sure the green dot on the cable is lined up with the green dot on the voting machine.

☐ Turn the Results Tape Printer on by holding down the small black button. The green light will come on.

☐ Hold down the larger black button to advance the paper a little, so that the paper doesn't feed back into printer.

GOOD TO KNOW
If you remove the RTAL printer cable before you see the "Before you print" screen, you will have to start the printing process again from the beginning. Wait for the prompt.



RTAL Printer Cable

GOOD TO KNOW
Additional printing instructions are attached to the printer for your convenience.

GOOD TO KNOW
When printing, two reports will automatically print. If any information is missing you will have the option to print another report. Simply respond to the on-screen prompts to print extra reports, if necessary.

Blue Tamper-proof Seal

Results Tape

- ☐ Press the green "Print" button on the voting machine screen.
  - It will take a few seconds for the screen to change and the printer to begin printing. Listen for a beep to know your selection has been made.
- ☐ When your reports are done printing, press "NO" when asked if you want to print another report. The following message will appear on the machine:
- ☐ When two report tapes have printed, press "Done."

> ☐ Print polling location results tape now
> ☐ Done

- ☐ At the prompt, disconnect the printer connector from the machine and reconnect the gray RTAL printer cable.
  - Make sure both the gray RTAL printer cable and the black power cable on the top of the machine are tight and secure.
- ☐ Turn the Results Tape Printer OFF, unplug it, and replace it in the Cake Box on the Machine Cart.
- ☐ Touch the screen.
- ☐ Press "No" when asked if you want to re-collect.
- ☐ At the prompt, remove the Yellow Master PEB, and return it to the VOTR Book.
- ☐ Copy the machine serial numbers from Certificate #1 (APPENDIX VMJ-2) onto Certificate #2 (APPENDIX VMJ-3).
- ☐ From the front of each ATV Envelope, record the number of ADA Provisional tick marks onto Certificate #2.

- ☐ From the back of each machine, record Blue Tamper-proof Seal numbers onto Certificate #2.
- ☐ Using the information printed on the results tape (APPENDIX VMJ-10), write the Protective Count and Public Count for each machine on Certificate #2.
- ☐ Have the Voting Location Manager and all Voting Machine Judges sign both copies of the results tapes.
- ☐ Post one copy of the results tapes—facing out—at the entrance to the polling location.
- ☐ Place the other copy of the results tapes in the designated pouch in the VOTR Book.
- ☐ Remove the Green Tamper-proof Seals from the top of each machine, and discard them in the plastic bag in the Office Supplies Kit.
- ☐ Slide the door to the left to expose the compact flash memory card.
- ☐ Remove the compact flash memory card from each machine by pulling straight up on the attached plastic tab.
- ☐ Place the compact flash memory cards in the designated plastic pouch in the VOTR book.
- ☐ Close the doors to the voting machines, and lock each machine with a new Blue Security Lock Tie from the Cake Box.
- ☐ Record the new Blue Security Lock Tie numbers on Certificate #2.

Compact Flash Memory Cards

GOOD TO KNOW

To recap, the following materials must be in the VOTR book at the end of the election:

- Yellow Master PEB(s)
- Blue Supervisor PEBs
- Compact Flash Memory Cards from EVERY voting machine
- One copy of all Results Tapes
- RTAL Paper Change Form

Green Tamper-proof Seal

Blue Security Lock Tie

Red Tamper-proof Lock Seal

GOOD TO KNOW

Compartment #1
-Extension Cords and Adaptors
-Wire Cutter
-Red Aprons
-ATV envelopes

Compartment #2
-Cake box containing
-Headphones
- Results Tape Printer
-Any voted RTAL paper tapes removed from voting machines

- ☐ Collapse the voting machines, reversing the steps used to open them.
- ☐ Gently open the Voting Machine Storage Cart.
- ☐ Make sure the Paper Ballot Voting Booths and Paper Ballot Transport Box are placed back on the cart before placing machines in the cart.
- ☐ Carefully roll the voting machines into the cart(s) and secure them with the blue separator bars.
- ☐ Remove Red Tamper-proof Lock Seals from Voting Equipment Supply Pack (Cake Box) and return all supplies to Compartments #1 and #2.
- ☐ Lock the carts and seal the locks with red Tamper-proof Seals.
- ☐ Record the Red Tamper-proof Lock Seal numbers for each lock on the “Storage Cart Security Seal Record” in the Precinct Workbook.
- ☐ Give Precinct Workbook to VLM and remind him/her to sign cover.
- ☐ Place VOTR Book in the VLM Supply Bag.

Storage Cart Security Seal Records

Opening the Polls

The voting machines assigned to this voting location were on site upon our arrival and were secured in the storage and transportation carts for this location. The total number of storage carts for this location is: _____ Carts

Please record the seal number from the Red Tamper-Proof security seal located over key hole of storage cart locks. After recording the seal numbers for each cart remove the seals and use key on cell phone bag to open the storage cart.

Cart 1 Tamper-proof Security Seals # _____and # _____

Cart 2 Tamper-proof Security Seals # _____and # _____

Cart 3 Tamper-proof Security Seals # _____and # _____

Cart 4 Tamper-proof Security Seals # _____and # _____

Cart 5 Tamper-proof Security Seals # _____and # _____

Cart 6 Tamper-proof Security Seals # _____and # _____

Cart 7 Tamper-proof Security Seals # _____and # _____

Closing the Polls

As you close the voting location at 7:30 p.m. and close the voting machines, remove the flash memory card from each machine and secure them and the PEB's in the VOTR Book for return to the Board of Elections.

The voting machines must be returned to the transportation/security cart, the locks applied to the doors of the cart and the new Red Tamper-Proof security seal applied over the key hole of the lock. Please record the seal numbers of seals applied to the locks below.

Cart 1 Tamper-proof Security Seals # _____and # _____

Cart 2 Tamper-proof Security Seals # _____and # _____

Cart 3 Tamper-proof Security Seals # _____and # _____

Cart 4 Tamper-proof Security Seals # _____and # _____

Cart 5 Tamper-proof Security Seals # _____and # _____

Cart 6 Tamper-proof Security Seals # _____and # _____

Cart 7 Tamper-proof Security Seals # _____and # _____

SAMPLE

CERTIFICATE No. 1

(BEFORE THE OPENING OF THE POLLS)
(To be completed by the Voting Location Manager and Election Officials)

WE HEREBY CERTIFY, that on this <<Election Date>>, before the polls were open, these voting machines were delivered to your voting location. Said machine storage/transportation carts were sealed.

Blue Security Lock Tie Number (Located on Voting Machine Doors)	**Voting Machine Number** (Labeled on front of voting machine once doors opened)	**Green Tamper-Proof Seal On Compact Flash Card Compartment** (Top of Machine/ Doors Open)	**Blue Tamper Proof Seal Number on Printer Door** (Back of Machine)	**Public Count** (Read from screen when opening the voting machine)	**Protective Counter Number** (Read from screen when opening the voting machine)

SAMPLE

Blue Security Lock Tie Number (Located on Voting Machine Doors)	Voting Machine Number (Labeled on front of voting machine once doors opened)	Green Tamper-Proof Seal On Compact Flash Card Compartment (Top of Machine/ Doors Open)	Blue Tamper-Proof Seal Number on Printer Door (Back of Machine)	Public Count (Read from screen when opening the voting machine)	Protective Counter Number (Read from screen when opening the voting machine)

SAMPLE

Note: If public count is <u>not</u> "0", do not use the voting machine and call (614) 525-4100, Option 2 for assistance.

Please verify that the date and time displayed on the screen of each voting machine is correct as you open your precinct. If not correct, continue to open the machine and use the machine, but report the discrepancy to (614) 525-4100, Option 2 immediately.

<u>DO NOT REMOVE</u> the seals or the flash memory cards at this time.
Only record the Green Tamper-Proof Seals and Blue Tamper-Proof Seals.

******NOTE******

The voting location may begin processing voters at 6:30 a.m. as long as one of the machines is open and ready for use.

Remarks:_____

CERTIFICATE No. 2

(AFTER THE CLOSING OF THE POLLS)
(To be completed by the Voting Location Manager and Election Officials)

WE HEREBY CERTIFY, that on this (election date), after the polls were closed and the last voter had voted, these voting machines were immediately closed, tabulated, the memory devices removed and replaced on the storage/transportation cart.

Voting Machine Number (Labeled on front of voting machine)	ADA Provisionals (# tick marks on ATV envelope)	Blue Tamper Proof Seal Number on Printer Door (Back of Machine)	Public Count (Read from "Results" tape)	Protective Counter Number (Read from "Results" tape)	New Blue Security Lock Tie Number (Replacement found in supply pack)

SAMPLE

ELECTION DAY BALANCE SHEET

Record the public count from each voting machine at the times specified. Once the information is recorded on the form, add the public count from the individual machines to obtain the total for that time of day. The number of persons voting on the voting machine should match the number of Authority to Vote Slips issued to machine voters only. **Exception to the rule** – 1) If machine judges had to cancel a ballot because a fleeing voter did not confirm their ballot, the number of Authority to Vote Slips in the Authority to Vote Envelope would exceed the public count shown on the voting machines, or 2) If a voter casts an ADA Provisional Ballot on a voting machine (specified by use of a Blue Provisional Envelope), the number of Authority to Vote Slips in the Authority to Vote Envelope would be less than the public count shown on the voting machines. Use the formula below to help you with the balancing process.

If your totals do not agree, please make a note at the bottom of the form to explain the discrepancy.

VOTING MACHINE NUMBER	**9:00 a.m. Public Count Reading** *(Displayed on blue screen)*	**1:00 p.m. Public Count Reading** *(Displayed on blue screen)*	**4:00 p.m. Public Count Reading** *(Displayed on blue screen)*	**Final Public Count Reading** *(After the polls close)*
Sub Total (Page 2)				
Sub Total (Page 1)				
Total Public Count (Both Pages)				
- ADA Provisionals (tick marks on ATV envelopes)				
+ Fleeing Voter (tick marks on ATV envelopes)				
= Adjusted Public Count				
+ Total 'Curbside' Voters (tick marks on PB Reconciliation)				
= Number of Votes Cast				
ATVs at Machines (Should Equal Adjusted Public Count)				
+ ATVs at Paper Table				
= Total ATV's Issued				
Signatures in Poll Book (Should Equal Total ATVs Issued and Number of Votes Cast)				

SAMPLE

If screen is black when time to record these numbers, simply touch the screen to get the blue screen.

The public count is displayed on the lower right corner of the screen.

NOTE - If touching the black screen does not cause the screen to turn blue and display the information needed, check the power supply to the machines (check light on power bar) and/or check for a dislodged power cord (small black plug at top of machine).

# of Fleeing Voters (Canceled Ballots) _____ # of ADA Provisional Ballot Voters _____

Remarks:_____

_____

LID# **Precincts in Lid** **Zone #**

PRECINCT WORKBOOK
PROBLEMS AND CORRECTIONS PAGE

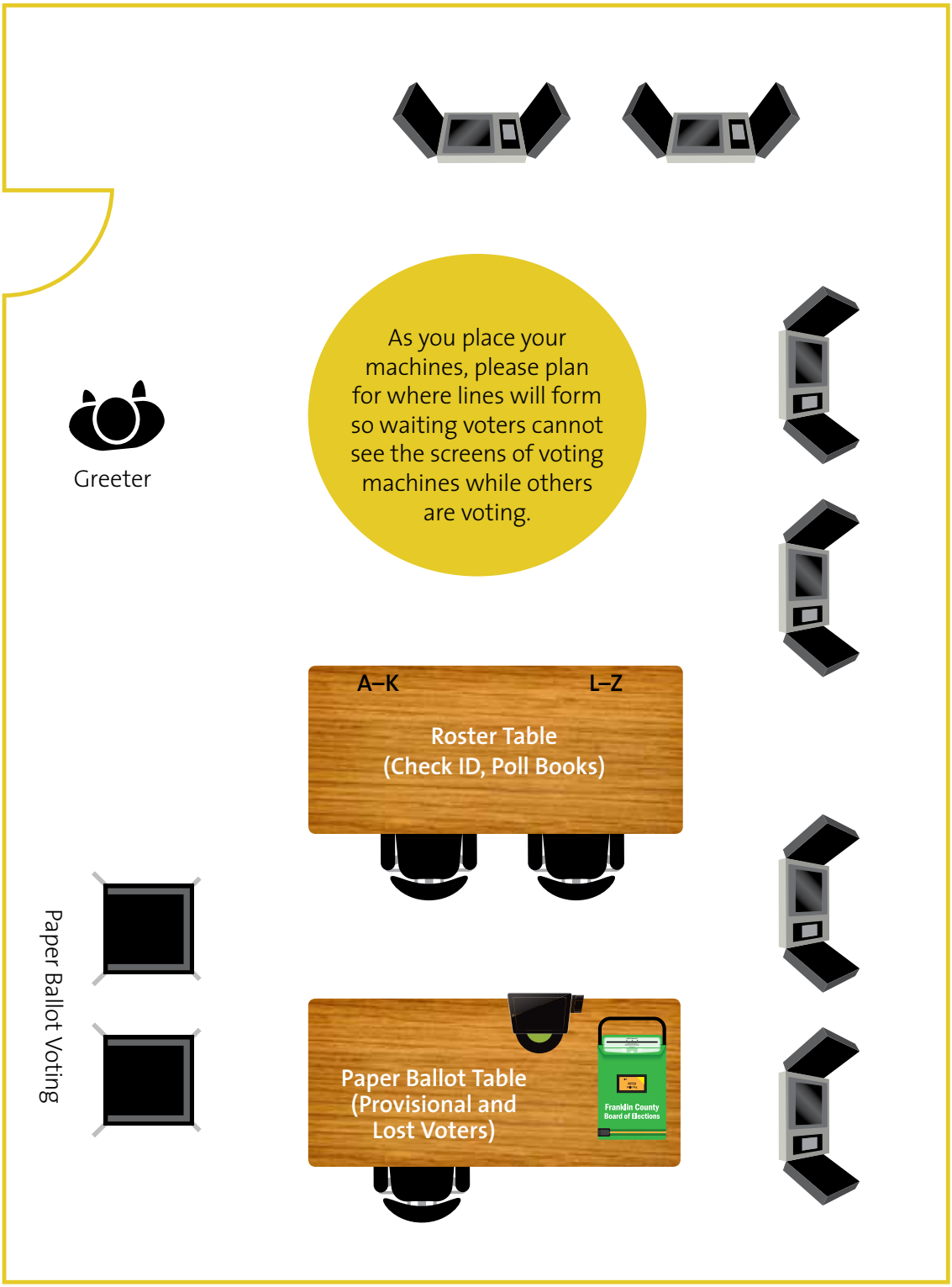
Please provides notes on all items that should be reported to the Board below and initial your entry.

Page #	Time of Day	PEO's Initials	Brief description of item(s) to be reported to the Board

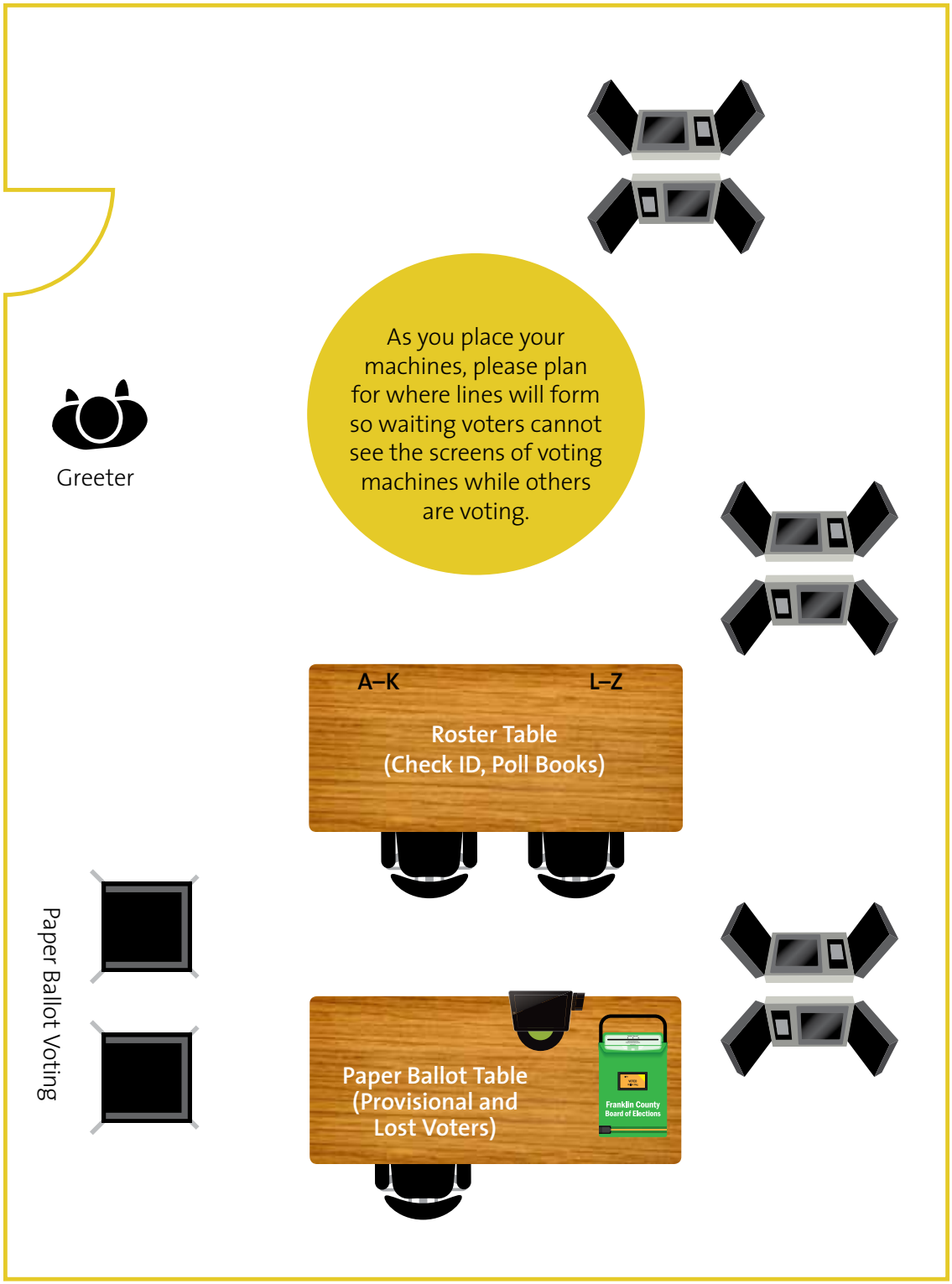
SAMPLE

Election Type – Election Date

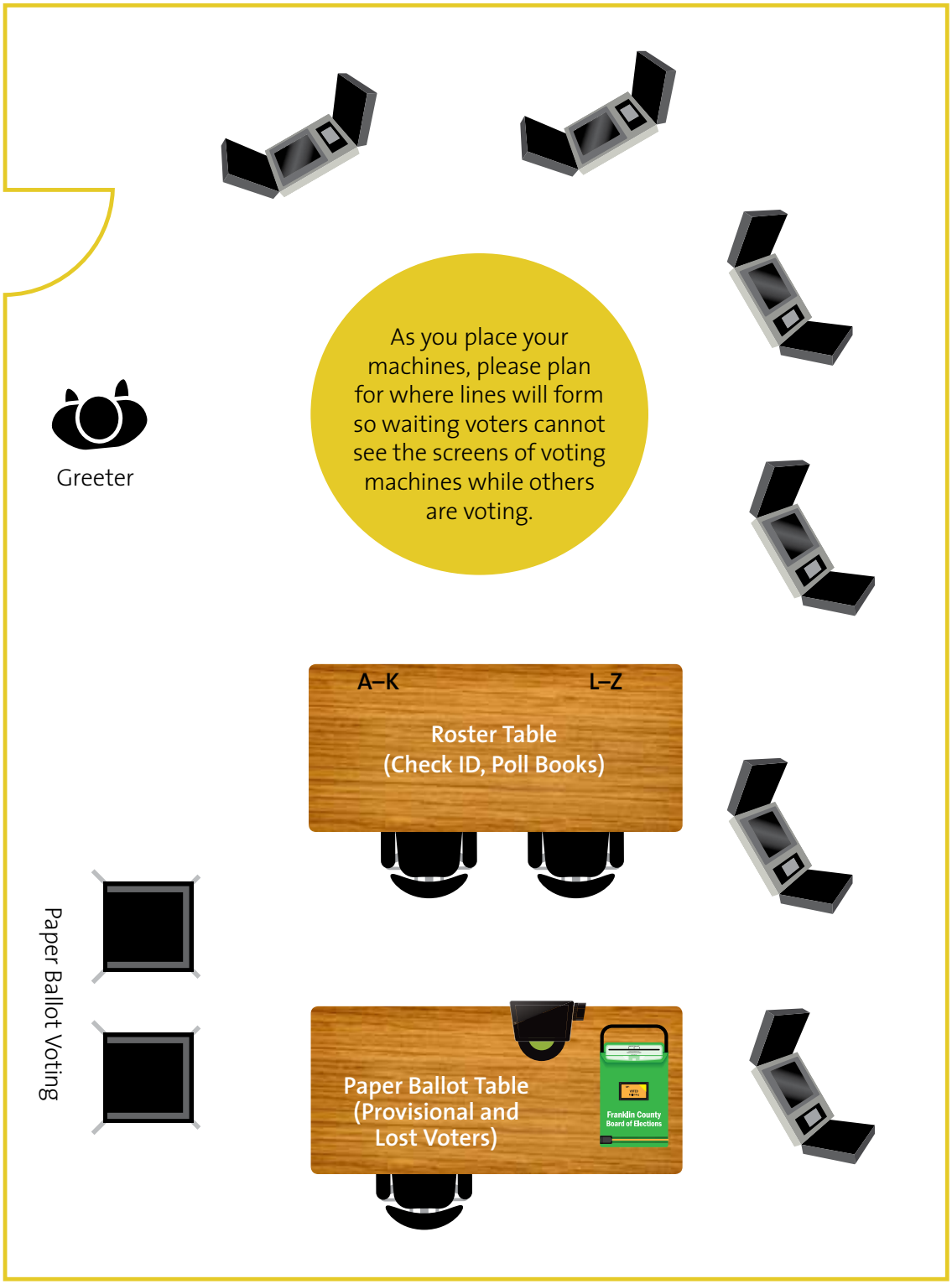
SAMPLE ROOM LAYOUT
VOTING MACHINES FACING THE WALL



SAMPLE ROOM LAYOUT
VOTING MACHINES BACK-TO-BACK

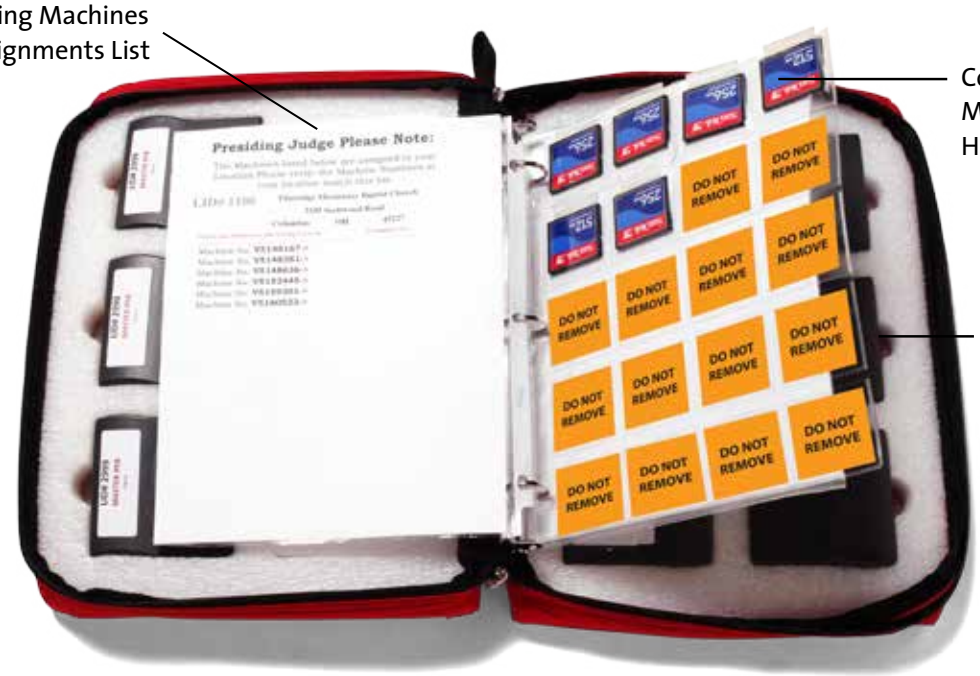


SAMPLE ROOM LAYOUT
VOTING MACHINES AT AN ANGLE



VOTR BOOK

VOTER TABULATION RESULTS BOOK CONTENTS



Flash Memory Cards

Printed Results (one copy)

PEBs:
- Yellow Master
- Blue Supervisor

GENERAL ELECTION

AUTHORITY TO VOTE

This document is the property of the Franklin County Board of Elections. It must be returned in the storage bin of the supply cart. Illegal use or reproduction of this card will be prosecuted under Ohio Election Laws.

Ballot Style

Precinct Identifier

SAMPLE

PRIMARY ELECTION

AUTHORITY TO VOTE

This document is the property of the Franklin County Board of Elections. It must be returned in the storage bin of the supply cart. Illegal use or reproduction of this card will be prosecuted under Ohio Election Laws.

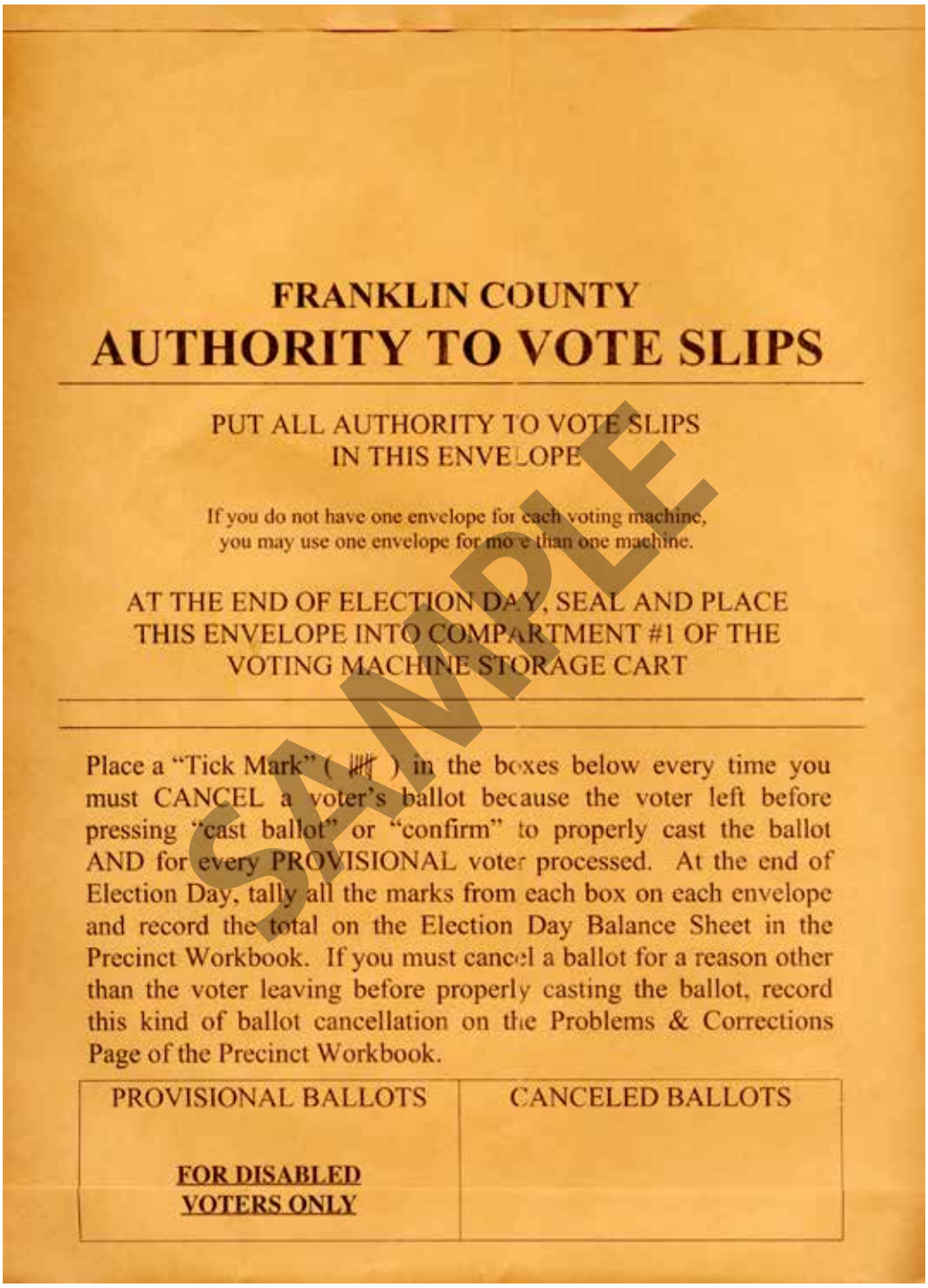
Precinct Identifier

Ballot Style

Voter's Party Choice

SAMPLE

AUTHORITY-TO-VOTE ENVELOPE



FRANKLIN COUNTY

AUTHORITY TO VOTE SLIPS

PUT ALL AUTHORITY TO VOTE SLIPS
IN THIS ENVELOPE

If you do not have one envelope for each voting machine,
you may use one envelope for more than one machine.

AT THE END OF ELECTION DAY, SEAL AND PLACE
THIS ENVELOPE INTO COMPARTMENT #1 OF THE
VOTING MACHINE STORAGE CART

Place a "Tick Mark" (||||/) in the boxes below every time you must CANCEL a voter's ballot because the voter left before pressing "cast ballot" or "confirm" to properly cast the ballot AND for every PROVISIONAL voter processed. At the end of Election Day, tally all the marks from each box on each envelope and record the total on the Election Day Balance Sheet in the Precinct Workbook. If you must cancel a ballot for a reason other than the voter leaving before properly casting the ballot, record this kind of ballot cancellation on the Problems & Corrections Page of the Precinct Workbook.

PROVISIONAL BALLOTS	CANCELED BALLOTS
FOR DISABLED VOTERS ONLY	

SAMPLE

PRINTED RESULTS TAPE GUIDE

(TOP OF RESULTS TAPE)

```
Terminal S/N: V5152663—>
PEB S/N PS163186—_ (FMW 1.07)
Software Version 9. 1. 6. 4.
Created (Election Date /Time)
Copyright ES&S. Inc. 1993-2005
All Rights Reserved
Diagnostic check completed: OK
iVotronic I

<Election Type and Year>
LID# 3021
POLLING LOCATION RESULTS

Public Count Statistics:
        Total Ballots Cast:                204
        Total Coded Ballots:                 0
        Total Ballots Counted:             204

Number of Terminals Opened:                 16
Individual Voter Terminal Data
   S/N V5153197
        Public Count :                       9
      Protective Count:                   6044
      OPENED  05:46:28 MM/DD/YY
      CLOSED   19:32:09 MM/DD/YY
      Coded Ballot Count:                    0
      Terminal Ballots Counted:              9

   S/N V5153197
        Public Count :                      18
      Protective Count:                   6235
      OPENED  05:47:12 MM/DD/YY
      CLOSED   19:33:45 MM/DD/YY
      Coded Ballot Count:                    0
      Terminal Ballots Counted:             18

   S/N V5158845
        Public Count :                      45
      Protective Count:                   4752
      OPENED  05:47:12 MM/DD/YY
      CLOSED   19:33:45 MM/DD/YY
      Coded Ballot Count:                    0
      Terminal Ballots Counted:             45
```

(BOTTOM OF RESULTS TAPE)

```
*********************************
PRECINCT: COLS 33-G 01
Public Count:                              41
Ballot Style Counts
      Ballot Style #234                    41

CTY0001 #1 Proposed Charter Amendment
(Vote for 1)  Total:                       41
   Yes                                     11
   No                                      30
UnderVotes For Above contest:               0

*********************************
PRECINCT: GRANDVIEW-B 01
Public Count:
Ballot Style Counts
Ballot Style 234

CTY0001 #1 Proposed Charter Amendment
(Vote for 1)  Total:                       66
   Yes                                     12
   No                                      44
UnderVotes For Above contest:               0


Time/ Date: 20:12:23 <Election Date>

Signature: Jannice L. Porter
Signature: Johnathan A. Liang
Signature: Rebecca Martinez
Signature: Bethany Ann Roberts
```

1 RECORD THE RESULTS

The Machine Judge must record the Public and Protective Count of each machine at closing after printing.

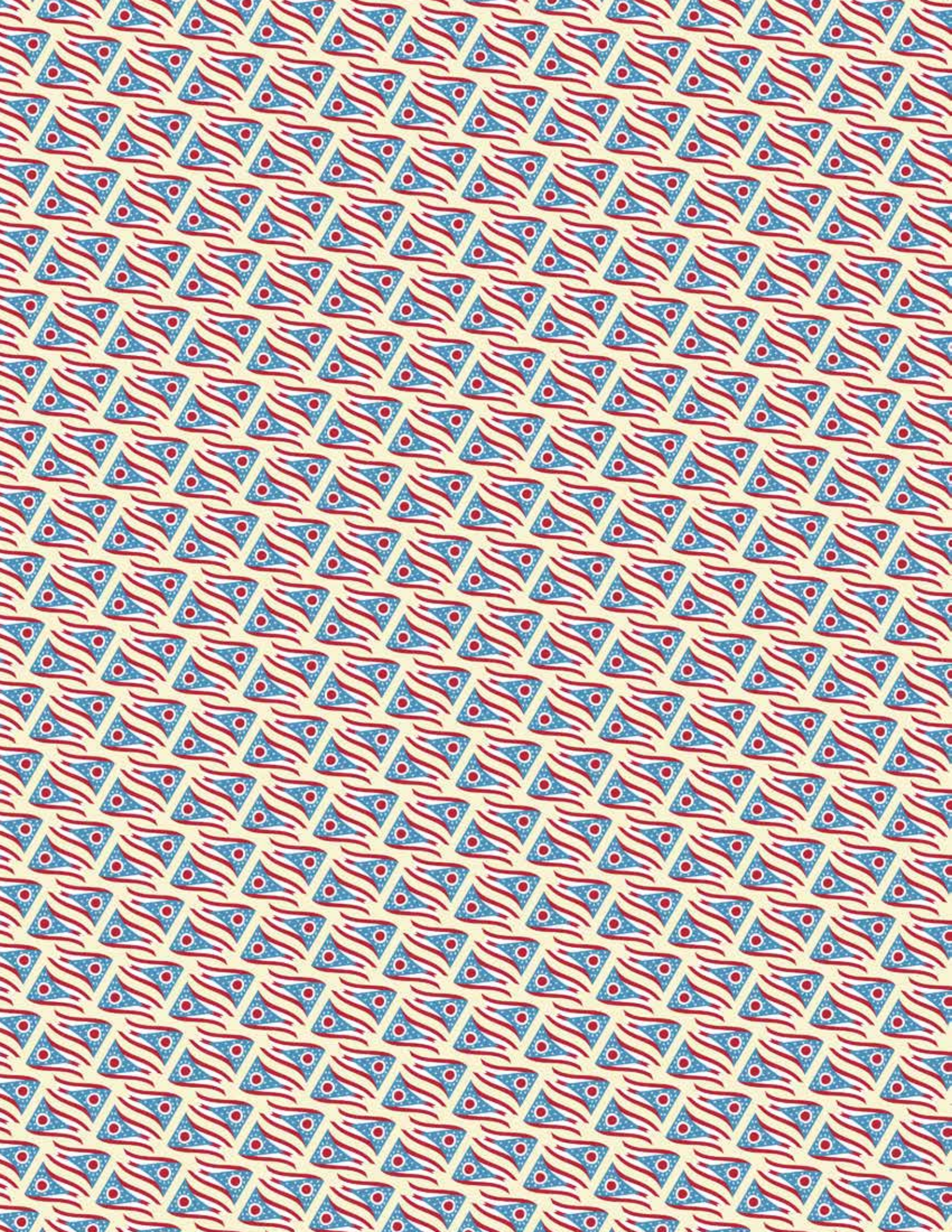
Record each counts onto Certificate #2 for each machine Serial Number (S/N).

2 VERFIY THE RESULTS

All Machine Judges and Voting Location Managers who have operated the voting machines on Election Day are required to sign both printed results tapes.

3 POST/RETURN RESULTS

Two results tapes must be printed. One copy will be returned to the BOE inside the red VOTR book. The other copy must be posted at the entrance of the voting location for public display of the results.



THE PAPER BALLOT JUDGE

As a Paper Ballot Judge, it is your job to:

- set up the portable booth(s) for paper ballot voting
- remove ***Voted*** and ***Unvoted*** ballot bags from the paper ballot transport box(es), and ensure ***Unvoted*** Ballot Bag is sealed on both zippered and slotted sides
- take inventory of unused paper ballot supplies at both the beginning and the end of the election
- complete and verify the provisional ballot envelopes
- secure completed ballots in ***Voted*** Ballot Bag(s)
- void paper ballots when necessary
- determine if a voter is a "lost voter" and direct him/her to the correct voting location
- break down and store all paper ballot supplies and equipment
- return ALL paper ballots (both voted and unvoted) and Provisional Workbook to the Voting Location Manager for return to the BOE warehouse
- understand and perform (if necessary) the duties of the Roster Judge
- set up Electronic Poll Book

If you are the **Paper Ballot Captain,** you have additional duties that include:

- using the Provisional Envelope Template to ensure that every section of a voter's Provisional Envelope has been completed
- looking up the voter's address on the Electronic Poll Book to ensure the correct ballot style was issued
- assisting voters at the Paper Ballot table when needed

WHERE TO FIND WHAT YOU NEED:
This section of the manual contains everything you, as a Paper Ballot Judge, need to know.

PART ONE: BEFORE THE POLLS OPEN — PP. 166 TO 173

Locating Your Supplies — p. 166
Paper Ballot Station Set-Up — p. 169

PART TWO: DURING THE ELECTION — PP. 174 TO 183

Processing Provisional Voters — p. 174
Spoiled Ballots — p. 178
Processing Provisional Voters w/ Disabilities — p. 179
Processing Regular Voters Using a Paper Ballot — p. 180
(General Elections in even-numbered years and Presidential Primaries through 2014 only)
Processing 17-year-old Voters — p. 182
(Primary Elections Only)

PART THREE: CLOSING THE POLLS — PP. 184 TO 186

Closing the Paper Ballot Station — p. 184

APPENDIX — PP. 188 TO 209

YOUR RESPONSIBILITIES, STEP BY STEP

FIRST THINGS FIRST: LOCATE YOUR SUPPLIES AND RETRIEVE ELECTRONIC POLL BOOK FROM VLM

ON THE MACHINE CART(S):

Don't remove supplies until the machines have been removed from the cart.

- Paper Ballot Transport Box(es), containing:
  - ***Unvoted*** Ballot Bag(s), containing:
    - Pads of Paper Ballots
    - White Spoiled Ballot Envelope (APPENDIX PBJ-5)
    - Provisional Workbook, which contains:
      - Paper Ballot Station/Security Seal Form (APPENDIX PBJ-9)
      - Paper Ballot Reconciliation Sheet (APPENDIX PBJ-10)
      - Ballot Bag Security Seals and Zip Tie(s)
      - Electronic Poll Book Security Record (APPENDIX PBJ-19)
  - ***Voted*** Ballot Bag(s)
  - Provisional Ballot Notice (APPENDIX PBJ-8)
  - Yellow Provisional Envelopes (APPENDIX PBJ-1)
  - Blue ADA Provisional Envelopes (APPENDIX PBJ-2)
  - Pink Curbside Voting Envelopes (APPENDIX PBJ-3)
  - Tan Regular Paper Ballot Secrecy Envelopes (General Elections in even-numbered years and Presidential Primaries only) (APPENDIX PBJ-4)
  - Envelope for 17-year-old Voters (Primary Elections) (APPENDIX PBJ-16)
  - Authority-to-Vote Slip Envelope
  - Reason for Paper Ballot Envelope
- Paper Ballot Voting Booths

IN MACHINE CART COMPARTMENT #2:

- Office Supplies Kit

IN THE VLM SUPPLY BAG:

- Yellow Polling Location Street Guide (APPENDIX PBJ-12), in supply folder
- Provisional Voter Transfer Form (APPENDIX PBJ-6)
- Provisional Voter Precinct Verification Form 12-D (APPENDIX PBJ-7)
- Important Instructions for Filling Out a Ballot (APPENDIX PBJ-15)
- Instructions for 17-year-old Voters (Primary Elections) (APPENDIX PBJ-17)
- Letter informing you of any 17-year-old Voters (Primary Elections)
- Provisional Envelope Template (APPENDIX PBJ-20)

GOOD TO KNOW

If you don't find your supplies where they are listed here, check the VLM Supply Bag and both compartments on the Machine Cart before calling the Election Day Hotline.

Paper Ballot Voting Booth

Paper Ballot Transport Box

ELECTRONIC POLL BOOK (FROM VLM)

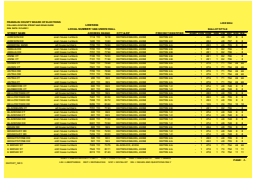
Electronic Poll Book Case

Electronic Poll Book

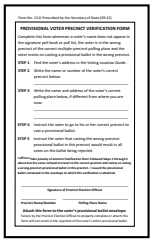
MACHINE CART COMPARTMENT #2

County Street and Road Guide with voting locations

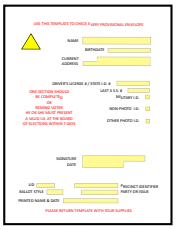
VLM SUPPLY BAG



Yellow Polling Location Street Guide

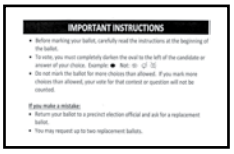


Post-it Pads of form 12-d



Provisional Envelope Template

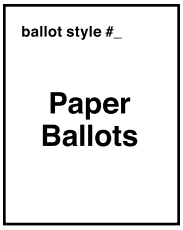
Voter Transfer Form



Important Instructions

Instructions for 17-Year-Old Voters (Primary Elections Only)

UNVOTED BALLOT BAG



Pads of Paper Ballots

White Spoiled Ballot Envelope

Provisional Workbook

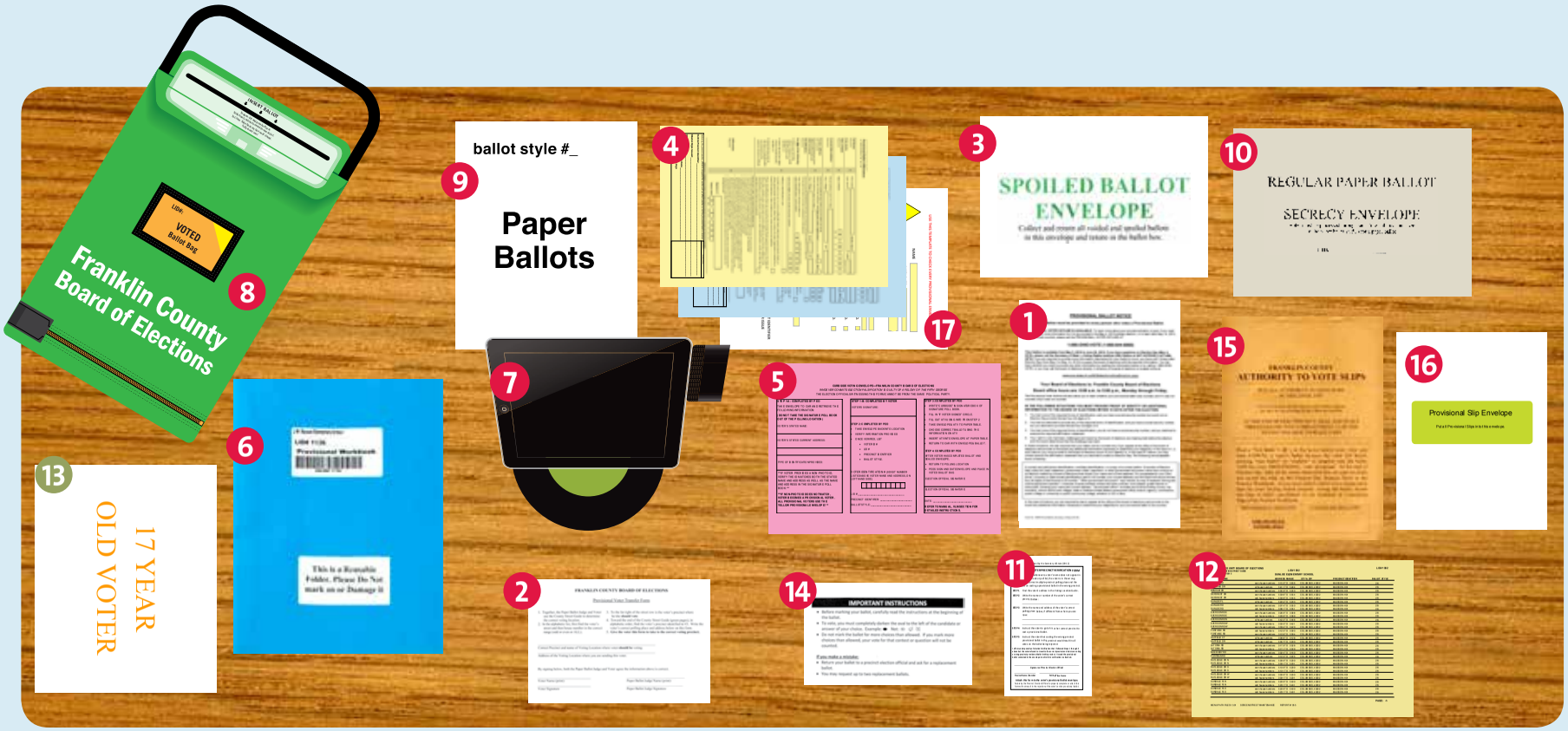
Ballot Bag Security Seals
(Inside the Provisional Workbook)

Zip Tie
(Inside the Provisional Workbook)

REASONS UNDER OHIO LAW FOR ISSUING A PROVISIONAL BALLOT

Ohio law outlines specific situations in which a provisional ballot should be issued:

- The voter's name does not appear in the Signature Poll Book or on a supplemental page of the Poll Book
- The voter has changed his or her name and is unable to provide the legal proof required to complete form 10-L
- The voter has moved into your precinct but did not update his or her registration with the Board of Elections
- A message appears in the Signature Poll Book stating that the voter requested an absentee ballot or voted an earlier provisional ballot
- A message appears in the Signature Poll Book stating that a Notice of Election card sent to the voter by the Board of Elections was returned as undeliverable
- The voter is unable or refuses to provide a valid ID
- The voter's eligibility to cast a ballot has been challenged by the PEOs, and the voter refuses to make the required statement (Form 10-U)
- PEOs are unable to determine a person's eligibility to cast a ballot



You should place the following supplies on the Paper Ballot Table:

1. *Provisional Ballot Notice*
2. *Voter Transfer Form*
3. *Spoiled Ballot Envelopes*
4. *Yellow & Blue Provisional Ballot Identification Envelopes*
5. *Pink Curbside Voting Envelopes*
6. *Provisional Ballot Workbook*
7. *Electronic Poll Book*
8. ***Voted** Ballot Bag*
9. *Paper Ballots*
10. *Tan Regular Paper Ballot Secrecy Envelope (General Elections in even-numbered years and Presidential Primaries only)*
11. *Provisional Voter Precinct Verification Form 12-D*
12. *Yellow Polling Location Street Guide*
13. *Envelope for 17-year-old Voter*
14. *Important Instructions for filling out a ballot*
15. *Authority-to-Vote Slip Envelope*
16. *Reason for Paper Ballot Slip Envelope*
17. *Provisional Envelope Template*

● *All Elections*

● *Primary Elections*

GOOD TO KNOW
Each ***Unvoted*** Ballot Bag comes with TWO labels in the front plastic sleeve—one designating the bag as holding Unvoted Ballots and one that can be used to designate the bag as holding Voted Ballots. Should you find you need an additional ***Voted*** Ballots Bag, you can switch the labels to designate it as such. See complete information regarding converting an ***Unvoted*** Ballot Bag to a ***Voted*** Ballot Bag in the blue box at the end of the Processing Provisional Voters Checklist section.

GOOD TO KNOW
Do not open a pack of Paper Ballots until you need that particular ballot style.

PAPER BALLOT STATION SET-UP CHECKLIST:

- ☐ Remove the Paper Ballot Booth(s) from the machine cart.
- ☐ Assemble the booth(s).
  - ☐ Attach the legs, making sure that the wider legs are in front in order to accommodate a wheelchair.
  - ☐ Open the privacy panels out to each side.
  - ☐ Place the booth(s) near the Paper Ballot Table, with voters' backs to the wall for privacy
- ☐ Remove the Paper Ballot Transport Box(es) from the machine cart(s).
- ☐ Remove the Ballot Bags from the Paper Ballot Transport Box(es).
  - You will have at least two bags, one designated as a ***Voted*** Ballot Bag and one designated as an ***Unvoted*** Ballot Bag.
- ☐ Remove the plastic Ballot Bag Security Seal(s) from the zipper side of the ***Unvoted*** Ballot Bag(s).
  - Keep the slotted side of each ***Unvoted*** Ballot Bag sealed unless/until you need to use it as an alternate ***Voted*** Ballot Bag.
  - See "Converting an ***Unvoted*** Ballot Bag to a ***Voted*** Ballot Bag" in the blue box at the end of the Processing Provisional Voters Checklist section.
- ☐ Remove Pads of Paper Ballots, White Spoiled Ballot Envelope, Provisional Workbook from the Bag.
- ☐ Record the removed Ballot Bag Security Seal number(s) on the Security Seal Form (APPENDIX PBJ-9) under the heading "Opening the Polls/***Unvoted*** Ballot Bag(s)/Zippered Side (remove)."
- ☐ Place the discarded Security Seal(s) in the plastic bag found in the Office Supplies Kit.

- ☐ Record the intact Security Seal number(s) from the slotted side of the ***Unvoted*** Ballot Bag(s) onto the Security Seal Form under the heading "Opening the Polls/***Unvoted*** Ballot Bag(s)/Slotted Side (do not remove).

- ☐ Without removing the shrink wrap, verify the number of Paper Ballots by comparing the per pad counts listed on the Paper Ballot Reconciliation Sheet in the Provisional Workbook with the counts shown on the bottom left of each ballot pad.
  - Ballot Pads will be grouped together by ballot style.
  - Ensure you have all the ballot styles noted on your Paper Ballot Reconciliation Sheet.

- ☐ Place the ***Unvoted*** Ballot Bag(s) back into the Paper Ballot Transport Box on the Machine Cart to ensure that voted ballots are not put into it (them) mistakenly.

- ☐ Check all ***Voted*** Ballot Bags to ensure they are empty, and zip closed.

- ☐ Remove unused Ballot Bag Security Seals from the Provisional Workbook.

- ☐ Seal the zippered side of all ***Voted*** *Ballot Bags* with new plastic Security Seals and record the number of each seal on the Security Seal Form under the heading "Opening the Polls/Voted Ballot Bag(s)/ *Zippered Side* (apply new seal)." Place remaining, unused Seals in the Provisional Workbook.

- ☐ Place one ***Voted*** Ballot Bag on the Paper Ballot Table.

THE SEAL ON THE ZIPPERED SIDE OF THE ***VOTED*** BALLOT BAG MUST NOT BE REMOVED FOR ANY REASON, AND MUST BE INTACT WHEN THE BAG IS RETURNED TO THE WAREHOUSE. IF THE SEAL BREAKS, CALL THE BOARD OF ELECTIONS IMMEDIATELY AT (614) 525-4100, OPTION 2.

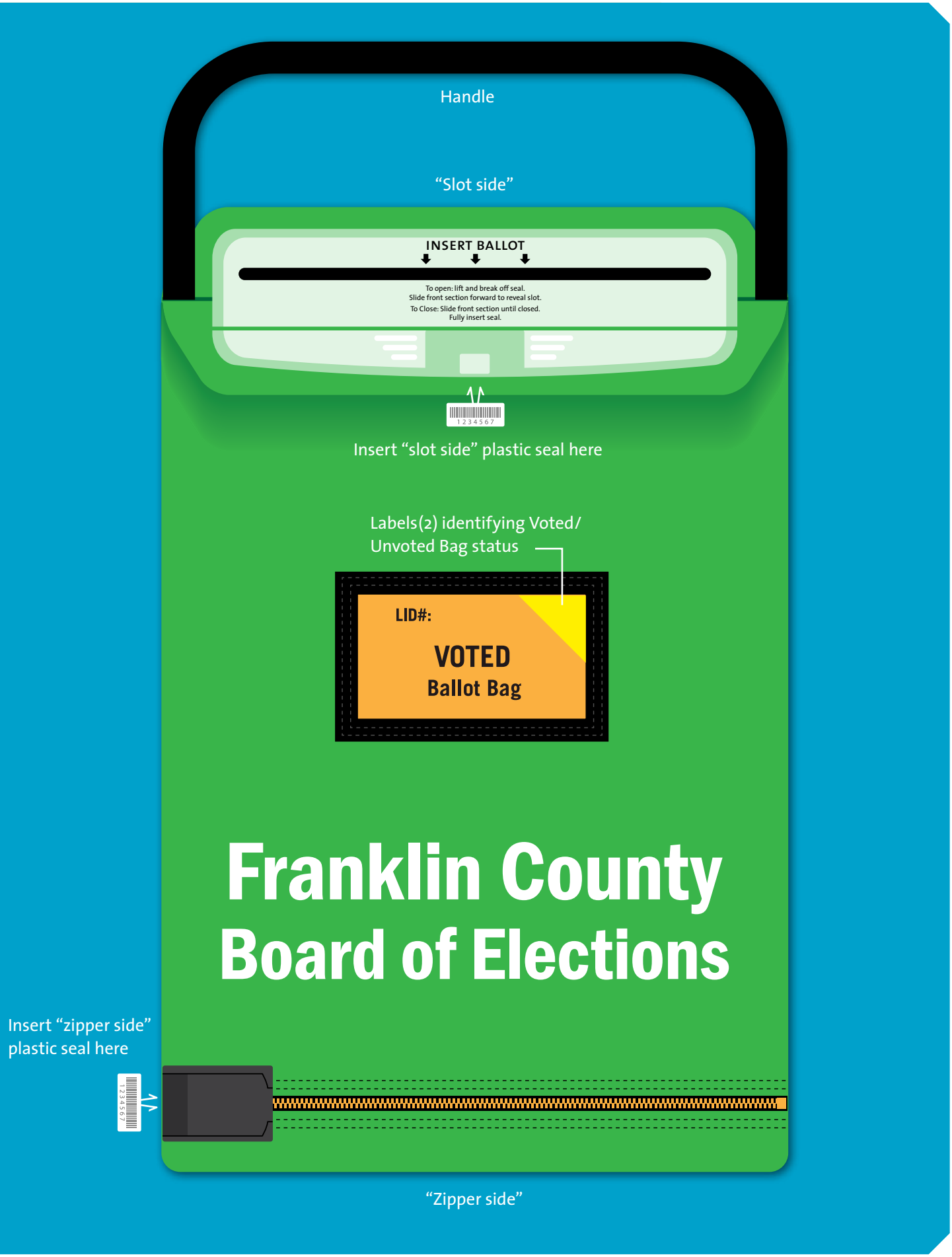
Black Security Lock Tie

- ☐ Remove all envelopes from the bottom of the Paper Ballot Transport Box and place on the Paper Ballot Table.
- ☐ Working with the Machine Judge, identify the one Voting Machine in your voting location on which all disabled provisional voters will vote.
  - It is wise to choose the machine nearest the Paper Ballot Table.
- ☐ Retrieve the Electronic Poll Book from the VLM
- ☐ Cut the black security lock tie from the Electronic Poll Book Case using the red wire cutters.
- ☐ Record the black security lock tie number onto the Electronic Poll Book Security Record (APPENDIX PBJ-19) found in the Paper Ballot Judge Workbook.
- ☐ Open the case and assemble the Electronic Poll Book according to the instructions in the Electronic Poll Book User Guide

DO NOT PLUG PERSONAL ELECTRONIC DEVICES INTO THE ELECTRONIC POLL BOOK BASE TO CHARGE THEM. DO NOT REMOVE RED TAMPER-PROOF SEAL.

- ☐ Ask your Voting Location Manager to log-in to the Electronic Poll Book following the instructions in the Electronic Poll Book User Guide

CONGRATULATIONS! YOU ARE NOW SET UP AND READY TO PROCESS PAPER BALLOT VOTERS.


Handle
"Slot side"
INSERT BALLOT
To open: lift and break off seal.
Slide front section forward to reveal slot.
To Close: Slide front section until closed.
Fully insert seal.
Insert "slot side" plastic seal here
Labels(2) identifying Voted/
Unvoted Bag status
LID#:
VOTED
Ballot Bag
Franklin County
Board of Elections
Insert "zipper side"
plastic seal here
"Zipper side"

GOOD TO KNOW

Having to vote a provisional ballot can be unnerving or intimidating for some voters. As a Paper Ballot Judge, you should do everything you can to make this process as simple for the voter as possible. Additionally, a federal court has determined that PEO error can sometimes be the reason that a Board of Elections is unable to count a voter's provisional ballot. To reduce the chances that you or the voter make a mistake in completing the Provisional Ballot Identification Envelope, take your time to ensure that every necessary blank on the envelope is completed. Please do not fill in the blanks on a Provisional Ballot Identification Envelope before one is needed. Doing so can lead to errors.

PROCESSING PROVISIONAL VOTERS CHECKLIST:

- ☐ Take the Reason for Paper Ballot Form (APPENDIX PBJ-14) from the voter, and make sure that the Roster Judge has marked the reason for sending the voter to the Paper Ballot Table.
- ☐ Ask the voter to state their current name and current address, and check their answer against the Yellow Polling Location Street Guide to ensure that the voter lives in your location.
- ☐ From the Yellow Polling Location Street Guide, pull the voter's Precinct Identifier and Ballot Style, and write them on the Reason for Paper Ballot Form.

LOST VOTERS

If the voter does not live in your voting location, he/she is a "lost voter." Please direct the voter to the correct location, assisting him or her in filling out a Voter Transfer Form (APPENDIX PBJ-6) using the County Street & Road Guide (APPENDIX PBJ-11).

If a "lost voter" refuses to go to the proper voting location and insists on voting in your location, allow them to vote a provisional ballot. Fill out Form 12-D Provisional Voter's Precinct Verification Form using the information of where the voter SHOULD be and adhere it to the Yellow Provisional Envelope. Fill out the Yellow Envelope using the information on the ballot they have been given. In addition, make a note, including the voter's name, on the Problems & Corrections page in the Paper Ballot Workbook.

IF A PROVISIONAL VOTER EXPRESSES A DISABILITY THAT PREVENTS THEM FROM USING A PAPER BALLOT, THEY MAY VOTE ON A MACHINE. COMPLETE THE FIRST THREE STEPS ABOVE, AND THEN FOLLOW INSTRUCTIONS IN "PROCESSING PROVISIONAL VOTERS WITH DISABILITIES CHECKLIST."

☐ Ask the voter to complete the Provisional Ballot Affirmation side of the yellow envelope, making sure to fill out legibly. (If the voter makes an error while filling out the envelope, he or she can correct the mistake and initial.)

1. Full name (printed)
2. Date of birth
3. Current Ohio address
4. Former address if voter has moved without updating voter registration
5. Full eight-digit Ohio Driver's License Number **OR** Last four digits of Social Security Number **OR** SHOW and CHECK one of the following:
   - Military Identification Card
   - Current utility bill, bank statement, government check, paycheck, or other government document containing current name and address.
   - A form of photo identification (except U.S. Passport)
6. Signature and date
7. Party Affiliation **(Primary Elections only)**

☐ After the voter has filled in the top part of the Yellow Envelope, use the information from the Reason For Paper Ballot Form to fill in the box at the bottom of the Yellow Envelope (APPENDIX PBJ-1), including LID#, Precinct Identifier and Ballot Style Issued. Print your name and date.

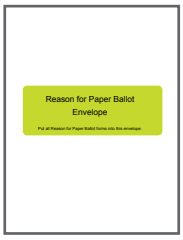
- If you make an error while filling in the bottom of the envelope, write "void" on the envelope, place it in the Spoiled Ballots Envelope, and issue a new envelope to the voter.

☐ Place the Reason for Paper Ballot form in the Reason for Paper Ballot Envelope.

☐ Issue the correct paper ballot and give it and the

GOOD TO KNOW
Security is paramount in any election. Be sure to keep a close eye on the ***Voted*** and ***Unvoted*** Ballot Bags all day, and keep unused ballots, envelopes and handouts secured at all times.

GOOD TO KNOW
For Primary Elections you must choose the correct Paper Ballot based on the Voter's Party choice first, then Ballot Style number. This is because multiple parties may have the same ballot style number although they are different ballots.



Reason for Paper Ballot Slip Envelope

Paper Ballot Stub

Yellow Provisional Envelope to the Paper Ballot Captain. Hand the voter the Important Instructions.

- The Ballot Style Number is indicated in two places on each ballot: On the ballot itself, designated by "B.S." and at the right side of the stub (APPENDIX PBJ-18).
- Be sure to remove the ballot by tearing at the perforation and leaving the stub attached to the pad.

IF THE VOTER CANNOT OR WILL NOT PROVIDE A FORM OF IDENTIFICATION, (INCLUDING THE LAST FOUR DIGITS OF THEIR SOCIAL SECURITY NUMBER) HE/SHE MUST GO TO THE FRANKLIN COUNTY BOARD OF ELECTIONS ON OR BEFORE THE 7TH DAY FOLLOWING THE ELECTION TO PROVIDE A QUALIFYING FORM OF IDENTIFICATION. LET THEM KNOW THIS IS THE ONLY WAY THEIR BALLOT WILL COUNT.

Instructions in green are for the Paper Ballot Captain

☐ Verify the voter's LID#, precinct identifier, and ballot style number in the Electronic Poll Book, following the instructions in the Electronic Poll Book Users' Guide

☐ Ensure that the correct paper ballot was issued to the voter

☐ Use the Provisional Envelope Template to ensure all required information has been filled in on the Yellow Provisional Envelope

☐ Place a tick mark in the appropriate "Ongoing Count" box of the Paper Ballot Reconciliation Sheet (APPENDIX PBJ-10) in the Paper Ballot Judge's Workbook.

☐ Ensure the ballot is returned to the voter and direct him/her to the private Paper Ballot Booth.

- Be sure to remind the voter to vote both sides of all ballot pages.

☐ Once the voter has finished voting, have him or her place the ballot in the Yellow Provisional Ballot Envelope, seal it, and deposit into the ***Voted*** Ballot Bag.

- The voter can fold the ballot page(s) once if necessary to fit it into the envelope.

- ☐ Give and explain to the voter the Provisional Ballot Notice (APPENDIX PBJ-8) before they leave the polling location.
- ☐ Give the voter an "I Voted Today" sticker.

CONVERTING AN ***UNVOTED*** BALLOT BAG TO A ***VOTED*** BALLOT BAG

If your ***Voted*** Ballot Bag(s) gets full, you may need to convert an ***Unvoted*** Ballot Bag to a ***Voted*** Ballot Bag. It is imperative that you have at least ONE ***Unvoted*** Ballot Bag at the end of the day. If you find you must convert your last ***Unvoted*** Bag to a Voted Bag, call the BOE at (614) 525-4100, Option 2, and have them deliver a new ***Unvoted*** Ballot Bag to your polling location.

- ☐ Remove the two labels from the front plastic sleeve of the ***Unvoted*** Ballot Bag, and replace so that the "VOTED BALLOTS" label is showing.

  The plastic sleeve can be accessed from the interior of the bag through the zippered side.

- ☐ Remove security seal from the slotted side, double check that the bag is empty, and place discarded seal in the plastic bag in the Office Supplies Kit.
- ☐ Check the "Bag Converted" box on the line of the ***Unvoted*** Ballot Bag being converted on the Security Seal Form (APPENDIX PBJ-9).
- ☐ Get a new security seal from the Provisional Workbook, record the number on the Security Seal Form under the heading ***Voted*** Ballot Bag(s)/Zippered Side (apply new seal), and seal the zippered side of the bag. Make check mark in the ***Voted*** Ballot Bag(s)/Bags Converted column.
- ☐ Remove full ***Voted*** Ballot Bag from table and put it in a secure place where you can keep an eye on it until you seal it at the end of the day.
- ☐ Place the newly converted bag on the table. It is now ready to use.

GOOD TO KNOW

If your Voted Ballot Bag seems to be full, shake it to help settle the contents and see if that gives you a little more room.

SPOILED BALLOTS

Or what to do when a provisional voter makes an error.

IF A VOTER TEARS, SOILS, DEFACES OR INCORRECTLY MARKS A BALLOT, HE OR SHE SHOULD:

- Fold it to conceal any marks
- Return the entire ballot to the PEO

ONCE YOU HAVE RECEIVED THE SPOILED BALLOT:

- Issue the voter a new ballot (all pages) of the same ballot style.
- Write "spoiled" on the back of the spoiled ballot.
- Place the spoiled ballot in the Spoiled Ballot Envelope, which is used for all spoiled ballots throughout the day.
- Place a tick mark in the Spoiled Ballot Section of the "Ongoing Count" box of the Paper Ballot Reconciliation Sheet in the Provisional Workbook.

THREE STRIKES, YOU'RE OUT! UNDER NO CIRCUMSTANCES MAY MORE THAN THREE PAPER BALLOTS BE ISSUED TO A VOTER. NO VOTER VOTING A PAPER BALLOT MAY LEAVE THE POLLING PLACE UNTIL HE OR SHE RETURNS EVERY BALLOT ISSUED TO HIM OR HER, REGARDLESS OF WHETHER OR NOT ANY MARKS HAVE BEEN MADE ON THE BALLOT.

PROCESSING PROVISIONAL VOTERS WITH DISABILITIES CHECKLIST:

ONLY PROVISIONAL VOTERS WHO EXPRESS A DISABILITY THAT PREVENTS THEM FROM USING A PAPER BALLOT, AND WHO REQUEST TO VOTE ON THE VOTING MACHINE WILL BE ALLOWED TO DO SO. ALL OTHER PROVISIONAL VOTERS MUST USE A PAPER BALLOT.

- ☐ Follow the first three steps of "Processing Provisional Voters Checklist" and issue voter a Blue Provisional Envelope.
- ☐ Be sure to assist voter in completion of all portions of the Blue Provisional Envelope
  - After the voter has filled in the top part of the Blue Provisional Envelope, use the information from the Reason For Paper Ballot Form to fill in the box at the bottom of the Blue Envelope (appendix pbj-1), including LID#, Precinct Identifier and Ballot Style Issued. Print your name and date.
  - *Primary elections Only:* Ask the voter his/her party choice, and write it in the correct box.
- ☐ Verify the voter's LID#, precinct identifier, and ballot style number in the Electronic Poll Book, following the instructions in the Electronic Poll Book Users' Guide
- ☐ Use the Provisional Envelope Template to ensure all required information has been filled in on the Blue Provisional Envelope.
  - There is no need to place a tick mark on the Paper Ballot Reconcilliation Sheet
- ☐ Hand the Blue Provisional Ballot Identification Envelope back to the voter.
- ☐ Send the voter to the Machine Judge, who will have him or her vote on the agreed-upon voting machine.
- ☐ When the voter has finished voting, the Machine Judge will instruct the voter to place the Blue Provisional Envelope in the ***Voted*** Ballot Bag.
- ☐ Give and explain The Provisional Ballot Notice to the voter before they leave the polling location. And give the voter an "I Voted Today" sticker.

PROCESSING REGULAR VOTERS USING A PAPER BALLOT CHECKLIST:

FOR **GENERAL ELECTIONS IN EVEN-NUMBERED YEARS** AND **PRESIDENTIAL PRIMARY ELECTIONS.**

Under a federal court Consent Order between the Ohio Secretary of State and the Ohio League of Women Voters, counties with direct recording electronic voting machines (DREs), such as the voting machines used in Franklin County, must also provide paper ballots to every voting location to be used in the event of voting machine failure and for voters who prefer to use a paper ballot instead of the DRE. This requirement exists only for regular federal general elections (elections held in November of even-numbered years) and presidential primary elections. If a voter requests to vote using a paper ballot instead of using the DRE's at the time he or she is showing identification and signing the Signature Poll Book, and that voter is a regular ballot voter who would otherwise be able to vote on the voting machines, the Roster Judge must use the Reason for Paper Ballot form, indicate that the "Voter requests a paper ballot." Issue the voter an ATV Slip and direct the voter to the Paper Ballot Judge. It is important for the Roster Judge, the Paper Ballot Judge, and the voter to know that this is a regular paper ballot–not a provisional ballot–and it will be placed in a tan secrecy envelope to be returned with the other paper ballots to the Board of Elections where it will be scanned and tallied on Election Night. It should not be advertised to voters that they have the option of voting using a paper ballot instead of the voting machines, nor should the voter be discouraged from making the choice to use a paper ballot once they have stated their preference.

- ☐ Take the Reason for Paper Ballot form and Authority to Vote slip from the voter.
  - ☐ Make sure the Roster Judge has marked "Paper by Choice: Paper Ballot Option" as the reason for voting on the Reason for Paper Ballot Form.

- ☐ Issue a Tan Regular Paper Ballot Secrecy Envelope (APPENDIX PBJ-4).
  - ☐ Write the LID# of your location in the space provided on the front of the envelope.
- ☐ Issue the the correct paper ballot, based on the information on the Authority-to-Vote Slip, along with the Important Instructions, and hand the ballot to the Paper Ballot Captain for verification.
  - The Ballot Style Number is indicated in two places on each ballot: On the ballot itself, designated by "B.S." and at the right side of the stub.
  - ☐ Be sure to remove the ballot by tearing at the perforation and leaving the stub stapled to the pad.
- ☐ Ensure that the correct paper ballot was issued to the voter
- ☐ Place a tick mark in the appropriate "Ongoing Count" box of the Paper Ballot Reconciliation Sheet in the Paper Ballot Judge's Workbook.
- ☐ Place the Reason for Paper Ballot form in the Reason for Paper Ballot Envelope.
- ☐ Place the Authority-to-Vote Slip in the designated Authority-to-Vote Slip Envelope.
- ☐ Direct the voter to the Paper Ballot Booth.
  - Be sure to remind the voter to vote all sides of the ballot page(s).
- ☐ Once the voter has finished voting, have him or her place the ballot in the Tan Regular Paper Ballot Secrecy Envelope, seal it, and deposit it into the *Voted* Ballot Bag.
  - The voter can fold the ballot page once if necessary to fit it into the envelope.
- ☐ Give the voter an "I Voted Today" sticker.

PROCESSING 17-YEAR-OLD VOTERS

(Primary Elections Only)

A 17-year-old voter who will be 18 years of age on or before the November general election, may vote on the nomination (but not the election) of candidates. This is because the 17-year-old voter will be eligible to vote for the candidate(s) nominated for these offices at the November general election.

A 17-year-old voter CANNOT vote on: any candidacy for a state or county political party's central committee, or any question or issue, such as a school tax levy, charter amendment, or local liquor option.

- ☐ Take the Reason for Paper Ballot form and Authority-to-Vote slip from the 17-year-old voter.
  - ☐ Make sure the Roster Judge has marked "17-year-old Voter" as the reason for voting on the Reason for Paper Ballot Form.
- ☐ Issue the voter a designated Envelope for 17-year-old Voters.
- ☐ Issue the correct paper ballot, based on the information on the Authority-to-Vote Slip, and hand it to the Paper Ballot Captain. Hand the voter the Important Instructions.
  - The Precinct Identifier and the Ballot Style Number are indicated in two places on each ballot: on the ballot itself beneath the right and center columns, and to the right side of the stub. The political party is indicated at the top of the ballot. The correct ballot may include issues, however, as long as the ballot is placed in the Envelope for 17-year-old Voters, the issues will not be counted. (NOTE:17-year-old voters may not vote on issues, and may not receive an "Issues Only" ballot.)
  - ☐ Be sure to remove the ballot by tearing at the perforation and leaving the stub stapled to the pad.

- ☐ Ensure that the correct paper ballot was issued to the voter

- ☐ Give the Voter the instruction Sheet for 17-year-old Voters.

- ☐ Place a tick mark in the appropriate "Ongoing Count" box of the Paper Ballot Reconciliation Sheet in the Paper ballot Judge's Workbook.

- ☐ Place the Reason for Paper Ballot Form in the Reason for Paper Ballot Envelope.

- ☐ Place the Authority-to-Vote Slip in the designated Authority-to-Vote Slip Envelope.

- ☐ Direct the voter to the Paper Ballot Booth.
  - Be sure to remind the voter to vote all sides of the ballot page(s).

- ☐ Once the 17-year-old voter has finished voting, have him or her place the ballot in the Envelope for 17-year-old Voters, seal it, and deposit it into the Voted Ballot Bag.
  - The voter can fold the ballot page once if necessary to fit it into the envelope.

- ☐ Give the 17-year-old voter an "I Voted Today" sticker.

CLOSING THE PAPER BALLOT STATION CHECKLIST:

Remember, anyone in line at 7:30 p.m. is allowed to vote. At 7:30 p.m., one of the judges should stand at the end of the line and inform anyone who arrives after that time that the polls are now officially closed.

Once the last voter has voted, you are ready to secure the location and close the Paper Ballot Booth(s).

- ☐ Close the Electronic Poll Book following the instructions in the Electronic Poll Book Users' Guide.
- ☐ Power off the Electronic Poll Book , holding the button down for approximately three seconds until the screen becomes dark.
- ☐ Disassemble the Electronic Poll Book and replace components in the case as shown on the Electronic Poll Book Case Packing Guide.
- ☐ Have the Voting Location Manager sign the Electronic Poll Book Components Checklist (PBJ-APPENDIX 21).
- ☐ Close the Electronic Poll Book Case and apply a new black security lock tie (from the case).
- ☐ Record the new black security lock tie number in the Electronic Poll Book Security Record in the Provisional Ballot Workbook.
- ☐ Tally the number of ballots used (both voted and spoiled) during the day.

UNVOTED + VOTED + SPOILED = THE NUMBER OF BALLOTS YOU STARTED WITH AT THE BEGINNING OF THE DAY.

- ☐ Give the Authority-to-Vote Envelope to the designated Machine Judge to include in the total Authority-to-Vote Slip tally.
- ☐ Retrieve a new plastic Ballot Bag Security Seal from the Provisional Workbook for each ***Voted*** Ballot Bag, and record the number(s) on the Paper Ballot Station/Security Seal Form (APPENDIX PBJ-9) under the heading ***Voted*** Ballot Bag(s)/Closing the Polls/Slotted Side (apply new seal).
- ☐ Seal the slotted side of the ***Voted*** Ballot Bag(s) with the new Security Seal(s).
- ☐ Retrieve a new plastic Ballot Bag Security Seal from the Provisional Workbook for each ***Unvoted*** Ballot Bag, along with one Zip Tie. Record the Security Seal number(s) on the Security Seal Form under the heading ***Unvoted*** Ballot Bag(s)/Closing the Polls/Zippered Side. Set the Zip Tie aside, but keep it close at hand.
- ☐ Place the following in the Unvoted Ballot Bag(s), before zipping shut:
  - The SEALED "Spoiled Ballots" Envelope
  - All Unvoted Ballots
  - Used Ballot Stubs
  - Provisional Workbook
- ☐ Seal the zippered side of the ***Unvoted*** Ballot Bag(s) with the new security seal(s).
- ☐ Retrieve the Zip Tie, and tie the ***Voted*** and ***Unvoted*** Ballot Bags together.

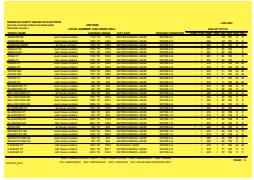
White Spoiled Ballot Envelope

Pads of Unvoted Paper Ballots

Provisional Workbook

Used Paper Ballot Stubs

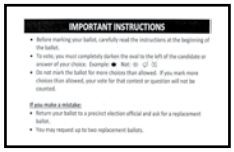
County Street and Road Guide with voting locations



Yellow Polling Location Street Guide

Pads of form 12-D

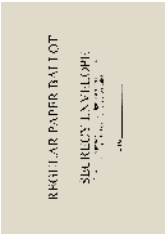
Voter Transfer Form



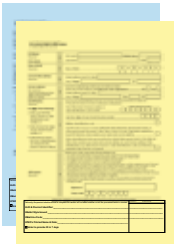
Important Instructions

- ☐ Give all Voted and ***Unvoted*** Ballot Bags to your VLM.
- ☐ Disassemble the portable voting booths and return them to the Voting Machine Storage Cart before loading the voting machines into the cart.
- ☐ Place the following items back into the Paper Ballot Transport Box, and place the Box back on the machine cart:
  - Yellow Polling Location Street Guide
  - County Street & Road Guide
  - Authority-to-Vote Slip Envelope
  - Provisional Ballot Notice Pad
  - Important Instructions Pad
  - Voter Transfer Forms Pad
  - Form 12-D Pads
  - Reason-for-Paper-Ballot Slip Envelope
  - Instructions for 17-year-old Voters (Primary Elections only)
  - Yellow and Blue Provisional Ballot Envelopes
  - Pink Curbside Voting Envelopes
  - Tan Regular Paper Ballot Secrecy Envelope (General Elections in even-numbered years and Presidential Primaries only)
  - 17-year-old Voter Envelope

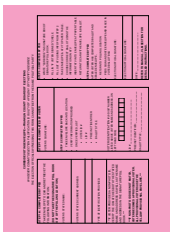
Instructions for 17-Year-Old Voters (Primary Elections Only)



Tan Regular Paper Ballot Secrecy Envelope



Yellow and Blue Provisional Ballot Identification Envelopes



Pink Curbside Voting Envelopes

17-year-old Voter Envelope

NOTES

Provisional Ballot Affirmation

R.C. 3503.16; 3505.18; .181; .182; .183.

Full Name Required **Print clearly.**	1	First name _____ Middle Name _____ Last name _____ Suffix _____ Example Sr., Jr., II, etc.
Date of Birth Required	2	Date of Birth ..... M M / D D / Y Y Y Y
Current Ohio address Required	3	Street address (not P.O. Box) _____ City / Village _____ ZIP _____
Former address Not required **If you do not provide your former address it will not cause your ballot to be rejected.**	4	**If you do not complete this step, it will not cause your ballot to be rejected.** Have you moved without updating your voter registration? ..... YES ☐ NO ☐ Street address (not P.O. Box) _____ City / Village _____ State _____ ZIP _____
Identification Required **Do ONE of the following:** • Write your full Ohio driver's license or state identification card number, or • Write the last four digits of your Social Security number, or • Check the box next to the form of identification you showed to the precinct election official.	5	*If you do not provide identification at this time, you must go to the board of elections on or before the 7th day after this election to provide a qualifying form of identification.* Your Ohio driver's license number or state identification card number..... (2 letters followed by 6 numbers) ☐☐☐☐☐☐☐☐ Last four digits of your Social Security number ..... ☐☐☐☐ Military identification card ..... ☐ Current (within the last 12 months) utility bill, bank statement, government check, or other government document, other than a notice of voter registration mailed by a board of elections, that contains your name and current address ..... ☐ Photo identification that was issued by the United States government or the State of Ohio, that contains your name and current address (or your former address if the identification is an Ohio driver's license or state identification card), and that has an expiration date that has not passed ..... ☐
Affirmation Required	6	**I solemnly swear or affirm, under penalty of election falsification, that:** • I am a citizen of the United States and will be at least 18 years of age at the time of the general election. • I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot. • I am a registered voter in the precinct in which I am voting this provisional ballot. • I am eligible to vote in the election in which I am voting this provisional ballot. • I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted. • I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration. • I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution. • I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief. **Signature X** _____ **Today's date** M M / D D / Y Y Y Y

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

Failure by the precinct election official to complete this section will not affect whether or not this provisional ballot is counted.

	For Office Use Only
LID: _____ **Party or Issues Only:** (PARTISAN PRIMARIES ONLY) _____	
Precinct Identifier: _____ **Ballot Style:** _____	
Machine Code: _____	
PEO's Printed Name & Date: _____	

SAMPLE

Provisional Ballot Affirmation

R.C. 3505.16; 3505.18; .181; .182; .183.

Full Name Required **Print clearly.** (1)
First name _____ Middle Name _____
Last name _____ Suffix _____

Date of Birth Required (2)
Date of Birth ..... M M / D D / Y Y Y Y

Current Ohio address Required (3)
Street address (not P.O. Box) _____
City / Village _____ ZIP _____

Former address Not required
If you do not provide your former address it will not cause your ballot to be rejected. (4)
If you do not complete this step, it will not cause your ballot to be rejected.
Have you moved without updating your voter registration? ..... YES ☐ NO ☐
Street address (not P.O. Box) _____
City / Village _____ State _____ ZIP _____

Identification Required (5)
If you do not provide identification at this time, you must go to the board of elections on or before the 7th day after this election to provide a qualifying form of identification.

Do ONE of the following:

- Write your full Ohio driver's license or state identification card number, or
- Write the last four digits of your Social Security number, or
- Check the box next to the form of identification you showed to the precinct election official.

Your Ohio driver's license number or state identification card number..... (2 letters followed by 6 numbers) ☐☐☐☐☐☐☐☐

Last four digits of your Social Security number ..... ☐☐☐☐

Military identification card ..... ☐

Current (within the last 12 months) utility bill, bank statement, government check, or other government document, other than a notice of voter registration mailed by a board of elections, that contains your name and current address ..... ☐

Photo identification that was issued by the United States government or the State of Ohio, that contains your name and current address (or your former address if the identification is an Ohio driver's license or state identification card), and that has an expiration date that has not passed ..... ☐

Affirmation Required (6)

I solemnly swear or affirm, under penalty of election falsification, that:

- I am a citizen of the United States and will be at least 18 years of age at the time of the general election.
- I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot.
- I am a registered voter in the precinct in which I am voting this provisional ballot.
- I am eligible to vote in the election in which I am voting this provisional ballot.
- I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted.
- I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration.
- I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution.
- I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief.

Signature X _____

Today's date ☐☐ / ☐☐ / ☐☐☐☐ (M M / D D / Y Y Y Y)

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

Failure by the precinct election official to complete this section will not affect whether or not this provisional ballot is counted.

LID: _____ **Party or Issues Only:** (PARTISAN PRIMARIES ONLY) _____

Precinct Identifier: _____ **Ballot Style:** _____

Machine Code: 48529

PEO's Printed Name & Date: _____

For Office Use Only

SAMPLE

The Machine Code (48529 in example) is a pre-printed number on the blue envelope that the Machine Judge will use when the processing of a Provisional Voter who is unable to complete a paper ballot

CURBSIDE VOTING ENVELOPE—FRANKLIN COUNTY BOARD OF ELECTIONS

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

THE ELECTION OFFICIALS WITNESSING THIS FORM CANNOT BE FROM THE SAME POLITICAL PARTY.

STEP 1-A: COMPLETED BY PEO

TAKE ENVELOPE TO CAR AND RETRIEVE THE FOLLOWING INFORMATION:

(DO NOT TAKE THE SIGNATURE POLL BOOK OUT OF THE POLLING LOCATION)

VOTER'S STATED NAME:

VOTER'S STATED CURRENT ADDRESS:

TYPE OF IDENTIFICATION PROVIDED:

IF VOTER PROVIDES A NON-PHOTO ID, VERIFY THE ID MATCHES BOTH THE STATED NAME AND ADDRESS AS WELL AS THE NAME AND ADDRESS IN THE SIGNATURE POLL BOOK.

*****IF NON-PHOTO ID DOES NOT MATCH, VOTER BECOMES A PROVISIONAL VOTER. ALL PROVISIONAL VOTERS USE THE YELLOW PROVISIONAL ENVELOPE.*****

STEP 1-B: COMPLETED BY VOTER

VOTER'S SIGNATURE:

STEP 2: COMPLETED BY PEO

- TAKE ENVELOPE BACK INTO LOCATION
- VERIFY INFORMATION PROVIDED
- ONCE VERIFIED, LIST
  - VOTER ID #
  - LID #
  - PRECINCT IDENTIFIER
  - BALLOT STYLE.

VOTER IDENTIFICATION # (9 DIGIT NUMBER LISTED ABOVE VOTER NAME AND ADDRESS, ON LEFT HAND SIDE)

LID # _____

PRECINCT IDENTIFIER: _____

BALLOT STYLE: _____

STEP 3: COMPLETED BY PEO

- WRITE "CURBSIDE" IN SIGNATURE BOX OF SIGNATURE POLL BOOK.
- FILL IN "IF VOTER SIGNED" CIRCLE.
- FILL OUT ATV USING INFO FROM STEP 2
- TAKE ENVELOPE & ATV TO PAPER TABLE.
- CHOOSE CORRECT BALLOT USING THE INFORMATION ON ATV
- INSERT ATV INTO ENVELOPE AT PAPER TABLE.
- RETURN TO CAR WITH ENVELOPE & BALLOT.

STEP 4: COMPLETED BY PEO

AFTER VOTER HAS COMPLETED BALLOT AND SEALED ENVELOPE,

- RETURN TO POLLING LOCATION
- PEOS SIGN AND DATE ENVELOPE AND PLACE IN VOTED BALLOT BAG

ELECTION OFFICIAL SIGNATURE:

ELECTION OFFICIAL SIGNATURE:

DATE: _____

REFER TO MANUAL, VLM SECTION FOR DETAILED INSTRUCTIONS.

SAMPLE

REGULAR PAPER BALLOT

SECRECY ENVELOPE

(Voter must be processed through signature poll book and sent to the paper ballot station for a paper ballot)

LID# _____

SAMPLE

FOR **GENERAL ELECTIONS IN EVEN-NUMBERED YEARS** AND **PRESIDENTIAL PRIMARY ELECTIONS.**

SPOILED BALLOT ENVELOPE

Collect and return all voided and spoiled ballots
in this envelope and return in the Unvoted Ballot Bag.

SAMPLE

FRANKLIN COUNTY BOARD OF ELECTIONS

Voter Transfer/Contact Form

1. Together, the Paper Ballot Judge and Voter use the *County Street and Road Guide with Voting Locations* to determine the correct voting location.
2. In the alphabetic street list, first find the voter's street and then the correct range of house numbers (odd, even or ALL).
3. Follow the line to the right and locate the precinct name where he/she **should vote**. Write the precinct name on the line provided. *If there is no ballot available for the voter's address the entry for the street will be listed as "No Ballot". Mark the box below indicating "No Ballot" and provide the contact information for the Board.*
4. The county voting location listing is in precinct order and is located on the colored pages at the end of the County Street and Road Guide. Find the voter's correct precinct location in the guide and write the location and the location address in the spaces provided. *Some precincts will be indicated as "not open".*
5. **Give the voter this form to direct them to the correct polling location or provide the voter with contact information for the Franklin County Board of Elections.**

SAMPLE

_____

Precinct Voting Location where voter should be voting.

_____

Address of the Voting Location

By signing below, both the Paper Ballot Judge and Voter agree the information above is correct.

_____ _____

Voter's Name (print) Paper Ballot Judge's Name (print)

_____ _____

Signature of Voter Signature of Paper Ballot Judge

For additional assistance the voter should call the Franklin County Board of Elections at (614) 525-3100

Form No. 12-D Prescribed by the Secretary of State (09-12)

PROVISIONAL VOTER PRECINCT VERIFICATION FORM

Complete this form whenever a voter's name does not appear in the signature poll book or poll list, the voter is in the wrong precinct of the correct multiple-precinct polling place and the voter insists on casting a provisional ballot in the wrong precinct.

STEP 1 Find the voter's address in the Voting Location Guide.

STEP 2 Write the name or number of the voter's correct precinct below:

_____

STEP 3 Write the name and address of the voter's correct polling place below, if different from where you are now:

_____

_____

STEP 4 Instruct the voter to go to his or her correct precinct to cast a provisional ballot.

STEP 5 Instruct the voter that casting the wrong-precinct provisional ballot in this precinct would result in all votes on the ballot being rejected.

I affirm under penalty of election falsification that I followed Steps 1 through 5 above but the voter refused to travel to the correct precinct and insists on voting a wrong-precinct provisional ballot in this precinct. I issued the provisional ballot contained in the envelope to which this verification is attached.

_____

Signature of Precinct Election Official

_____ _____

Precinct Name/Number **Polling Place Name**

Attach this form to the voter's provisional ballot envelope.

Failure by the Precinct Election Official to properly complete or attach this form will not result in the rejection of the voter's entire provisional ballot.

SAMPLE

Form No. 12-H Prescribed by Secretary of State (12-15)

PROVISIONAL BALLOT NOTICE

This Notice must be provided to every person who votes a Provisional Ballot.

A PROVISIONAL VOTER HOTLINE IS AVAILABLE: To learn more about your provisional ballot, to learn if you need to provide any more information for it to be counted in the March 15, 2016 election, or to learn after March 25, 2016, whether it was counted, please call the PROVISIONAL VOTER HOTLINE AT:

1-866-OHIO-VOTE (1-866-644-6868)

This Hotline is available from March 15, 2016 to April 30, 2016. If you have questions on Election Day (March 15, 2016), please call the Secretary of State's Hotline at 1-877-868-3874. If you are required to provide more information (see below) for your ballot to count, you have until 7 days after Election Day (from March 15, 2016 through March 22, 2016) to supply the board of elections with the required information. You can learn whether you need to provide any other information by reading the information below or by calling 1-866-OHIO-VOTE, or you may call the board of elections directly. A directory of boards of elections is located online at:

http://www.sos.state.oh.us/sos/elections/electionsofficials/boeDirectory.aspx

Your Board of Elections is: Franklin **County Board of Elections**

Board office hours are: 8:00 **a.m. to** 5:00 **p.m., Monday through Friday.**

The Provisional Voter Hotline will also allow you to learn whether your provisional ballot was counted, and if it was not counted, why it was not counted.

IN THE FOLLOWING SITUATIONS YOU MUST PROVIDE PROOF OF IDENTITY OR ADDITIONAL INFORMATION TO THE BOARD OF ELECTIONS WITHIN 7 DAYS AFTER THE ELECTION:

1. You had none of the required forms of identification, or you were unable to provide the required forms of identification.
2. Your right to vote had been challenged and heard by the board of elections at a hearing held before the election, and the board determined that the challenge had merit.

In these situations, the law requires that your ballot can be counted only if you appear at the office of the board of elections and provide to the board any additional information necessary to determine your eligibility. The following are acceptable forms of identity:

A current and valid photo identification, a military identification, or a copy of a current (within 12 months of Election Day) utility bill, bank statement, government check, paycheck, or other government document (other than a notice of a voter registration mailed by a board of elections) that shows your name and current address.

It is acceptable for your Ohio driver's license or state issued identification card to not contain your current address.

"Other government document" may include, by way of example, fishing and marine equipment operator's licenses; license renewal notices and other notices; court papers; grade reports or transcripts, showing your name and current address. "Government office" includes any local (including county, city, township, school district and village), state or federal (United States) government office, branch, agency, commission, public college or university or public community college, whether or not in Ohio.

SAMPLE

LID# 3021 – COLS 33-D, COLS 33-G and GRANDVIEW-B

PAPER BALLOT STATION/ SECURITY SEAL FORM

Opening the Polls – Paper Ballot Station

1. **Unvoted Ballot Bag(s)**
   a. Record seal numbers from the zippered side and slotted side in the chart below.
   b. *Remove only the seal on the zippered side* ***(do not remove the seal on the slotted side)***
2. **Paper Ballot Reconciliation Form**
   a. Retrieve the paper ballots from the Unvoted Ballot Bag(s) and inventory using the information on the form.
3. **Voted Ballot Bag(s)**
   a. Verify that there is nothing in the bag.
   b. Seal the zipper side with a new ballot bag security seal (from the Voter Supply Pack). ***Do not seal the ballot slot***. Record the seal number in the chart below.

NOTE: If during the day you need an additional **Voted Ballot Bag** you may convert an **Unvoted Ballot Bag**.
1. Verify there is nothing in it
2. Switch the label to read "**Voted Ballot Bag".** Place a check mark in the form below indicating which bag was converted.
3. Remove the seal from the slotted side and seal the zipper side with a new seal. Record the new seal number in Voted Ballot Bag section of the chart below.

If you need additional Unvoted Ballot Bags call the Board of Elections at 614/525-4100.

Closing the Polls – Paper Ballot Station

1. **Voted Ballot Bag(s)**
   a. Seal the ballot slot using a ballot bag security seal and record the number in the chart below.
2. **Paper Ballot Reconciliation Form**
   a. Inventory the unused and spoiled ballots and record the information.
3. **Unvoted Ballot Bag(s)**
   a. Record the number of a new ballot bag security seal (for the zippered side) in the chart below.
   b. Place unvoted ballots, the Spoiled Ballots Envelope and Paper Ballot Workbook inside.
   c. Seal the zippered side with the new recorded ballot bag security seal.

	Ballot Bag Security Seal Numbers				
	Opening the polls		Bag Converted	Closing the Polls	
Unvoted Ballot Bag(s)	*Zippered side* ***(remove)***	*Slotted side* ***(do not remove)***		*Zippered side* ***(apply new seal)***	*Slotted side* ***(same)***
Bag 1					
Bag 2					
Bag 3					

	Opening the polls		Bag Converted	Closing the Polls	
Voted Ballot Bag(s)	*Zippered side* ***(apply new seal)***	*Slotted side*		*Zippered side* ***(same)***	*Slotted side* ***(apply new seal)***
Bag 1		***do not seal***			
Bag 2		***do not seal***			
Bag 3		***do not seal***			

The VLM must return ALL Voted Ballot Bags AND Unvoted Ballot Bags to the Warehouse at the end of Election Day

SAMPLE

LID# 5004

PAPER BALLOT RECONCILIATION SHEET

Open the paper ballot storage compartment of the ballot box and inventory the ballots issued to your location. Verify the ballot style number on the pad and also verify the number of ballots supplied. Each pad contains 25 ballots. At the end of the day, count the number of ballots on the pad that are unused and record that number in the space provided.

Precinct Name and Split	Ballot Style #	Applicable Party Ballots (Party ballot choice available in said split)	Number of Ballots on the Pad (as the polls open)	Number of Ballots Remaining on the Pad (unused – as the polls are closed)
TRURO A 01	975	GREEN	10	
TRURO A 02	976	GREEN	10	
REYNS 2B 01	952	DEMOCRAT	25	
REYNS 1C 01	946	DEMOCRAT	25	
REYNS 2B 01	952	REPUBLICAN	25	
REYNS 1C 01	946	REPUBLICAN	25	
REYNS 2A 01	950	LIBERTARIAN	10	
REYNS 2A 02	951	LIBERTARIAN	10	
REYNS 2E 01	955	ISSUES ONLY	20	
TRURO A 01	975	ISSUES ONLY	20	

SAMPLE

Tracking Paper Ballots Used

In the space provided below please keep track of the number of persons voting a curbside paper ballot, paper provisional ballot, paper ballot by choice, and 17 year old paper ballot. You can count those slips to determine the proper number of persons in this category, or use tick marks in the space below.

Voided and mis-marked ballots returned by the voter and exchanged for a replacement ballot should be secured in the "Spoiled Ballots Envelope" and returned in the Unvoted Ballot Bag.

****NO MORE THAN 2 REPLACEMENT BALLOTS MAY BE ISSUED TO A VOTER****

Ballot Type	Ongoing Count (Record a tick mark below as a ballot is issued)	Total
Curbside Paper Ballots (Pink)		
Provisional Paper Ballots (Yellow)		
Paper Ballot By Choice (Tan)		
17 Year Old Paper Ballots		
Spoiled and Voided Ballots		
Total Paper Ballots Used		

Section appears on form for Primary Elections only.

Paper Ballot By Choice appears on form for General Elections, even-year only.

COUNTY STREET AND ROAD GUIDE WITH VOTING LOCATION LISTING

This Guide is designed to help you find the correct voting precinct and voting location for lost voters.

The guide is divided into two sections: The *County Street and Road Guide* (white pages) and the *Voting Location Listing* (green pages).

The County Street and Road Guide lists all streets and roads in Franklin County alphabetically and by house, number ranges (even, odd, and all). Directional indicators will not affect the alpha listing (i.e. N Addison Pl will be found in the A section, not the N section). When you have located the voter's address range, find the precinct name listed after the zip code for that range*. If the precinct does not vote at your location, write the precinct name on the ***Voter Transfer Form*** and determine the proper voting location for that precinct in the *Voting Location Listing* (green pages).

The *Voter Location Listing* contains all the voting locations in alphabetical order by precinct name*. Next to the precinct name is the assigned voting location name and address. Write the location name and address on the

*At some locations, not all precincts will have something to vote on. In the *County Street and Road Guide*, if there is no election for an address, the precinct column will indicate "No Ballot". Precincts that do not have an election will not appear in the *Voting Location Listing* because

ELECTION POLL LOCATIONS BY CONSOLIDATED PRECINCT REPORT
PRINTED : 7/28/2011 8:17:27 AM

FRANKLIN COUNTY BOARD OF ELECTIONS
2011 GENERAL ELECTION

PREC NAME	POLL LOCATION
COLS 69-I	NOOR ISLAMIC CULTURAL CENTER 5001 WILCOX ROAD DUBLIN , OH 43017
COLS 69-J	THOMAS ELEMENTARY SCHOOL 4671 TUTTLE CROSSING BOULEVARD DUBLIN , OH 43017
COLS 69-K	NOOR ISLAMIC CULTURAL CENTER 5001 WILCOX ROAD DUBLIN , OH 43017
COLS 70-A	ECOLE KENWOOD ELEMENTARY SCHOOL 3770 SHATTUCK AVENUE COLUMBUS , OH 43220
COLS 70-B	WINTERSET ELEMENTARY SCHOOL 4776 WINTERSET DRIVE COLUMBUS , OH 43220
COLS 70-C	NORTHWEST CHRISTIAN CHURCH 1340 FISHINGER ROAD COLUMBUS , OH 43221
COLS 70-D	RIDGEVIEW MIDDLE SCHOOL 4241 RUDY ROAD COLUMBUS , OH 43214

POLL LOCATION STREET GUIDE
PRINTED 07/28/2011 8:15:30 AM

FRANKLIN COUNTY BOARD OF ELECTIONS

STREET NAME	HOUSE RANGE	CITY	PRECINCT
BLENDON POND DR	4949 ALL # TO 5040	WESTERVILLE, 43081	COLS 73-A
BLENDON RAVINE CT	4961 ALL # TO 5042	GAHANNA, 43230	COLS 73-G
BLENDON VALLEY DR	5600 ALL # TO 5799	GAHANNA, 43230	COLS 73-A
BLENDON VIEW CT	5600 EVEN # TO 5700	GAHANNA, 43230	COLS 73-A
BLENDON VIEW CT	5601 ODD # TO 5699	GAHANNA, 43230	COLS 73-A
BLENDON WAY DR	4016 EVEN # TO 4126	GAHANNA, 43230	COLS 73-D
BLENDON WAY DR	4021 ODD # TO 4129	GAHANNA, 43230	COLS 73-D
BLENDON WOODS BLVD	2500 EVEN # TO 2840	COLUMBUS, 43231	COLS 66-F
BLENDON WOODS BLVD	2551 ODD # TO 2631	COLUMBUS, 43231	COLS 66-E
BLENDON WOODS BLVD	2655 ODD # TO 2839	COLUMBUS, 43231	COLS 66-C
BLENDON WOODS BLVD	2841 ODD # TO 2999	COLUMBUS, 43231	COLS 66-C
BLENDON WOODS BLVD	2842 EVEN # TO 4000	COLUMBUS, 43231	COLS 66-D
BLENDON WOODS BLVD	3001 ODD # TO 3007	COLUMBUS, 43231	COLS 66-C
BLENDONBROOK LN	5700 EVEN # TO 5898	GAHANNA, 43230	COLS 73-D
BLENDONBROOK LN	5701 ODD # TO 5899	GAHANNA, 43230	COLS 73-D
BLENDONRIDGE DR	5613 ODD # TO 5699	GAHANNA, 43230	COLS 73-D
BLENDONRIDGE DR	5622 EVEN # TO 5688	GAHANNA, 43230	COLS 73-D
BLENHEIM RD	1 ODD # TO 317	COLUMBUS, 43214	COLS 19-D
BLENHEIM RD	2 EVEN # TO 168	COLUMBUS, 43214	COLS 19-D
BLENHEIM RD	170 EVEN # TO 318	COLUMBUS, 43214	COLS 19-D
BLENHEIM RD	319 ODD # TO 523	COLUMBUS, 43214	COLS 19-G
BLENHEIM RD	320 EVEN # TO 524	COLUMBUS, 43214	COLS 19-G
BLENHEIM RD	525 ODD # TO 685	COLUMBUS, 43214	COLS 19-G
BLENHEIM RD	526 EVEN # TO 686	COLUMBUS, 43214	COLS 19-G
BLENHEIM RD	687 ODD # TO 799	COLUMBUS, 43214	COLS 43-A
BLENHEIM RD	688 EVEN # TO 798	COLUMBUS, 43214	COLS 43-A
BLENHEIM RD	800 EVEN # TO 1030	COLUMBUS, 43224	COLS 43-A
BLENHEIM RD	801 ODD # TO 849	COLUMBUS, 43224	COLS 43-A
BLENHEIM RD	851 ODD # TO 1031	COLUMBUS, 43224	COLS 43-A
E BLENKNER ST	1 ODD # TO 99	COLUMBUS, 43215	COLS 08-C
E BLENKNER ST	2 EVEN # TO 98	COLUMBUS, 43215	COLS 08-C
E BLENKNER ST	100 EVEN # TO 128	COLUMBUS, 43206	COLS 08-C
E BLENKNER ST	101 ODD # TO 127	COLUMBUS, 43206	COLS 08-C
E BLENKNER ST	129 ODD # TO 191	COLUMBUS, 43206	COLS 08-C
E BLENKNER ST	130 EVEN # TO 190	COLUMBUS, 43206	COLS 08-C
E BLENKNER ST	192 EVEN # TO 218	COLUMBUS, 43206	COLS 08-C
E BLENKNER ST	193 ODD # TO 219	COLUMBUS, 43206	COLS 08-C
E BLENKNER ST	220 EVEN # TO 340	COLUMBUS, 43206	COLS 08-D
E BLENKNER ST	221 ODD # TO 341	COLUMBUS, 43206	COLS 08-D
E BLENKNER ST	342 EVEN # TO 594	COLUMBUS, 43206	COLS 08-D
E BLENKNER ST	343 ODD # TO 595	COLUMBUS, 43206	COLS 08-D
W BLENKNER ST	1 ODD # TO 99	COLUMBUS, 43215	COLS 08-C
W BLENKNER ST	2 EVEN # TO 98	COLUMBUS, 43215	COLS 08-C
BLESSING DR	8680 EVEN # TO 8770	POWELL, 43065	COLS 65-C
BLESSING DR	8701 ODD # TO 8747	POWELL, 43065	COLS 65-C
BLESSINGTON CT	7100 EVEN # TO 7200	DUBLIN, 43017	DUB 4-E
BLESSINGTON CT	7101 ODD # TO 7199	DUBLIN, 43017	DUB 4-E
BLICKLING DR	6487 ALL # TO 6523	DUBLIN, 43017	COLS 64-E
BLIND BROOK CT	8100 ALL # TO 8199	COLUMBUS, 43235	PERRY-A
BLIND BROOK DR	800 ALL # TO 1299	COLUMBUS, 43235	PERRY-A
BLINNTON PL	5696 ALL # TO 5731	COLUMBUS, 43235	COLS 63-G
BLISS ST	1400 ALL # TO 1599	COLUMBUS, 43219	COLS 06-A
BLODWEN CIR	2230 EVEN # TO 2332	GROVE CITY, 43123	GROVE CITY 4-D
BLODWEN CIR	2241 ODD # TO 3325	GROVE CITY, 43123	GROVE CITY 4-D
BLOOM DR	2582 ALL # TO 2687	COLUMBUS, 43219	COLS 25-H
BLOOMFIELD PL	7400 ALL # TO 7499	DUBLIN, 43016	COLS 74-B
BLOOMINGTON BLVD	1405 ODD # TO 1465	COLUMBUS, 43228	COLS 75-F
BLOOMINGTON BLVD	1410 EVEN # TO 1456	COLUMBUS, 43228	COLS 75-F
BLOSSOM AVE	2643 ODD # TO 2745	COLUMBUS, 43231	COLS 66-E
BLOSSOM AVE	2644 EVEN # TO 2836	COLUMBUS, 43231	COLS 66-C
BLOSSOM AVE	2769 ODD # TO 2835	COLUMBUS, 43231	COLS 66-C
BLOSSOM AVE	2837 ODD # TO 2955	COLUMBUS, 43231	COLS 66-C
BLOSSOM AVE	2838 EVEN # TO 2926	COLUMBUS, 43231	COLS 66-C
BLOSSOM AVE	2928 EVEN # TO 2960	COLUMBUS, 43231	COLS 66-C
BLOSSOM CT	5864 EVEN # TO 5898	COLUMBUS, 43231	COLS 66-C
BLOSSOM CT	5865 ODD # TO 5899	COLUMBUS, 43231	COLS 66-C
BLOSSOM CT	0 ALL # TO 99999	GROVEPORT, 43125	GROVEPORT-A
BLOSSOM WAY	4870 ALL # TO 4939	GROVE CITY, 43123	GROVE CITY 2-E
BLOSSOM GATE DR	7179 ODD # TO 7237	PICKERINGTON, 43147	COLS 86-D
BLOSSOM GATE DR	7200 EVEN # TO 7228	PICKERINGTON, 43147	COLS 86-D
BLOSSOM GREEN WAY	6600 ALL # TO 6699	CANAL WINCHESTER, 43110	COLS 86-D
BLOXOM ST	2300 EVEN # TO 2600	GROVE CITY, 43123	COLS 79-C
BLOXOM ST	2301 ODD # TO 2601	GROVE CITY, 43123	COLS 79-C
BLUE ASH CT	7769 ALL # TO 7788	CANAL WINCHESTER, 43110	CANAL WIN-A
BLUE ASH PL	1680 EVEN # TO 1760	COLUMBUS, 43229	COLS 54-C
BLUE ASH PL	1681 ODD # TO 1761	COLUMBUS, 43229	COLS 54-D
BLUE ASH RD	5100 EVEN # TO 5338	COLUMBUS, 43229	COLS 54-D
BLUE ASH RD	5101 ODD # TO 5337	COLUMBUS, 43229	COLS 54-D
BLUE ASH RD	5339 ODD # TO 5601	COLUMBUS, 43229	COLS 54-C
BLUE ASH RD	5340 EVEN # TO 5600	COLUMBUS, 43229	COLS 54-D
BLUE BELL CT	5300 EVEN # TO 5500	GROVE CITY, 43123	GROVE CITY 3-D
BLUE BELL CT	5301 ODD # TO 5499	GROVE CITY, 43123	GROVE CITY 3-D
BLUE BELL LN	2100 EVEN # TO 2300	GROVE CITY, 43123	GROVE CITY 3-D
BLUE BELL LN	2101 ODD # TO 2299	GROVE CITY, 43123	GROVE CITY 3-D
BLUE CLOUD LN	5400 EVEN # TO 5498	WESTERVILLE, 43081	COLS 82-A
BLUE CLOUD LN	5401 ODD # TO 5499	WESTERVILLE, 43081	COLS 82-A
BLUE COAT LN	4072 ALL # TO 4105	GAHANNA, 43230	COLS 73-E
BLUE FOX CT	2215 ALL # TO 2255	COLUMBUS, 43235	COLS 74-E
BLUE FOX LN	7463 ALL # TO 7511	COLUMBUS, 43235	COLS 74-E
BLUE HEN PL	6059 ALL # TO 6102	WESTERVILLE, 43081	BLENDON-D
BLUE HERON LN	6320 EVEN # TO 6352	COLUMBUS, 43230	COLS 73-J
BLUE HERON LN	6323 ODD # TO 6355	COLUMBUS, 43230	COLS 73-J
BLUE JACKET RD	4600 EVEN # TO 4898	WESTERVILLE, 43081	COLS 82-C
BLUE JACKET RD	4601 ODD # TO 4899	WESTERVILLE, 43081	COLS 82-C
BLUE JACKET RD	4900 EVEN # TO 5200	WESTERVILLE, 43081	COLS 82-A
BLUE JACKET RD	4901 ODD # TO 5201	WESTERVILLE, 43081	COLS 82-A
BLUE KNOLL DR	6300 ALL # TO 6499	CANAL WINCHESTER, 43110	COLS 86-E
BLUE LAGOON LN	5500 EVEN # TO 5700	HILLIARD, 43026	COLS 75-D
BLUE LAGOON LN	5501 ODD # TO 5699	HILLIARD, 43026	COLS 75-D
BLUE LAKE AVE	8300 ALL # TO 8599	GALLOWAY, 43119	PRAIRIE-E
BLUE LAKE CIR	8400 ALL # TO 8599	GALLOWAY, 43119	PRAIRIE-E
BLUE LARGO CT	4503 ALL # TO 4546	GAHANNA, 43230	COLS 83-E
BLUE MEADOW CT	5000 EVEN # TO 5100	COLUMBUS, 43231	COLS 81-E
BLUE MEADOW CT	5031 ODD # TO 5099	COLUMBUS, 43231	COLS 81-E

SAMPLE

For General Elections, The Ballot Style Column will only show one ballot style per precict identifier.

FRANKLIN COUNTY BOARD OF ELECTIONS
POLLING LOCATION STREET AND ROAD GUIDE
RUN DATE:03/06/2014

LID# 5004

LOCAL NUMBER 1466 UNION HALL

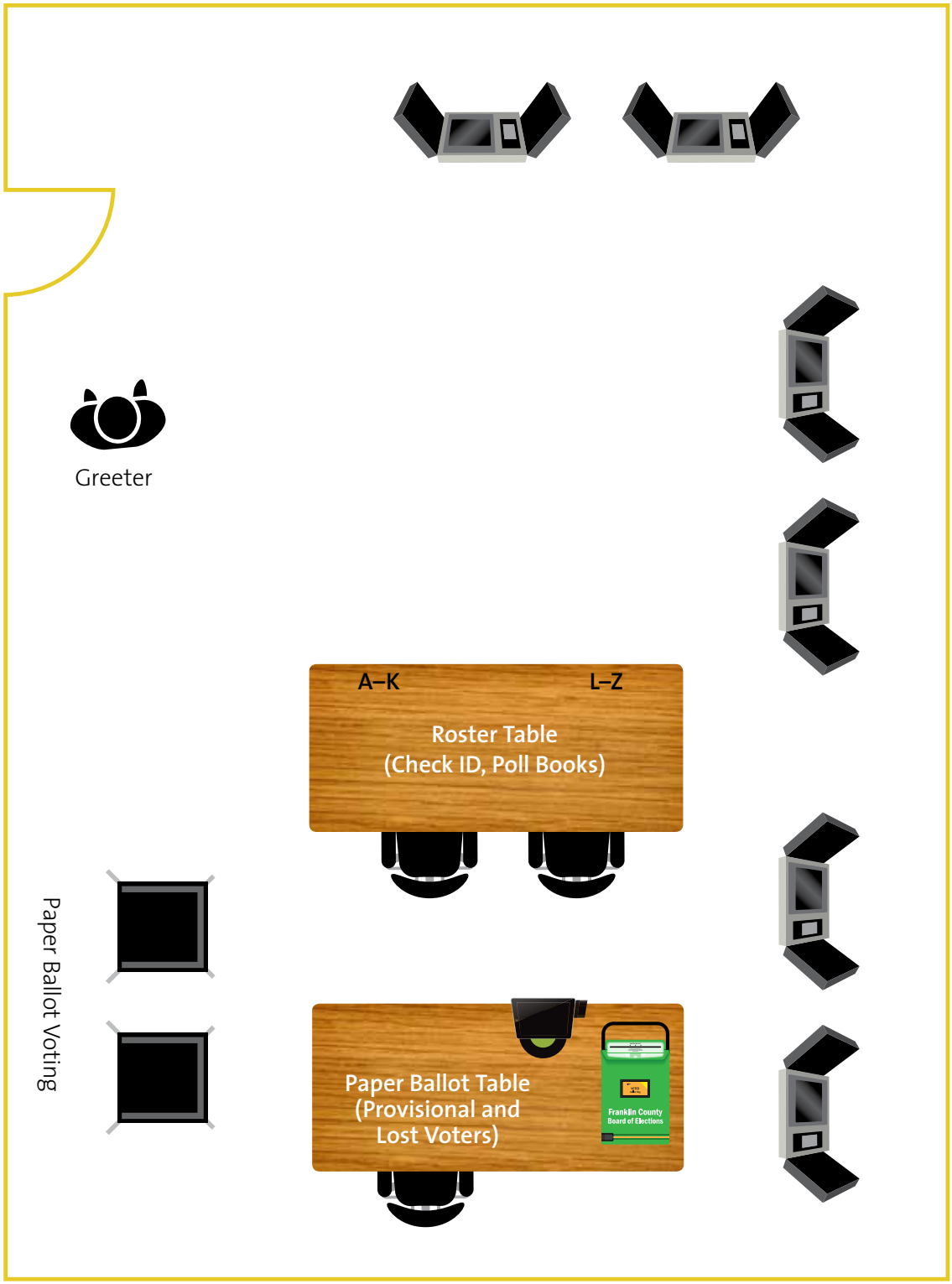
STREET NAME		ADDRESS RANGE			CITY & ZIP	PRECINCT IDENTIFIER	LID# 5004 BALLOT STYLE DEM	GRE	LIB	REP	ISS
AMBROSE BND	all house numbers	7700	TO	7999	REYNOLDSBURG, 43068	REYNS 02-A 02	951	951	951	951	951
AMELIA DR	even house numbers	7700	TO	7798	REYNOLDSBURG, 43068	REYNS 02-B 01	952	952	952	952	952
AMELIA DR	odd house numbers	7701	TO	7799	REYNOLDSBURG, 43068	REYNS 02-B 01	952	952	952	952	952
ANNE CT	even house numbers	7100	TO	7200	REYNOLDSBURG, 43068	REYNS 02-B 01	952	952	952	952	952
ANNE CT	odd house numbers	7101	TO	7199	REYNOLDSBURG, 43068	REYNS 02-B 01	952	952	952	952	952
ASDEN CT	even house numbers	7500	TO	7698	REYNOLDSBURG, 43068	REYNS 02-A 01	950	950	950	950	950
ASDEN CT	odd house numbers	7501	TO	7699	REYNOLDSBURG, 43068	REYNS 02-A 01	950	950	950	950	950
ASTRA CIR	even house numbers	7700	TO	7898	REYNOLDSBURG, 43068	REYNS 02-A 01	950	950	950	950	950
ASTRA CIR	odd house numbers	7701	TO	7899	REYNOLDSBURG, 43068	REYNS 02-A 01	950	950	950	950	950
ASTRA CT	even house numbers	200	TO	398	REYNOLDSBURG, 43068	REYNS 02-A 01	950	950	950	950	950
ASTRA CT	odd house numbers	201	TO	399	REYNOLDSBURG, 43068	REYNS 02-A 01	950	950	950	950	950
BAINBROOK CT	even house numbers	600	TO	698	REYNOLDSBURG, 43068	REYNS 01-C 01	946	946	946	946	946
BAINBROOK CT	odd house numbers	601	TO	699	REYNOLDSBURG, 43068	REYNS 01-C 01	946	946	946	946	946
BELLOW PARK CT	all house numbers	500	TO	599	REYNOLDSBURG, 43068	REYNS 02-A 02	951	951	951	951	951
BELLOW PARK DR	even house numbers	7998	TO	8272	REYNOLDSBURG, 43068	REYNS 02-A 02	951	951	951	951	951
BELLOW PARK DR	even house numbers	8282	TO	8344	REYNOLDSBURG, 43068	REYNS 02-A 02	951	951	951	951	951
BELLOW PARK DR	odd house numbers	7981	TO	8339	REYNOLDSBURG, 43068	REYNS 02-A 02	951	951	951	951	951
BLACKBURN CT	all house numbers	7701	TO	7743	REYNOLDSBURG, 43068	REYNS 02-B 01	952	952	952	952	952
BLACKOAK CT	even house numbers	600	TO	698	REYNOLDSBURG, 43068	REYNS 01-C 01	946	946	946	946	946
BLACKOAK CT	odd house numbers	601	TO	699	REYNOLDSBURG, 43068	REYNS 01-C 01	946	946	946	946	946
BLACKOAK DR	even house numbers	6900	TO	7100	REYNOLDSBURG, 43068	REYNS 01-C 01	946	946	946	946	946
BLACKOAK DR	odd house numbers	6901	TO	7099	REYNOLDSBURG, 43068	REYNS 01-C 01	946	946	946	946	946
BRIAN DR	all house numbers	800	TO	999	REYNOLDSBURG, 43068	REYNS 02-E 01	955	955	955	955	955
BRIARCLIFF RD	even house numbers	7100	TO	8000	REYNOLDSBURG, 43068	REYNS 01-C 01	946	946	946	946	946
BRIGHTSTONE DR	even house numbers	500	TO	600	REYNOLDSBURG, 43068	REYNS 02-A 02	951	951	951	951	951
BRIGHTSTONE DR	odd house numbers	501	TO	599	REYNOLDSBURG, 43068	REYNS 02-A 02	951	951	951	951	951
E BROAD ST	odd house numbers	7303	TO	7375	BLACKLICK, 43004	REYNS 02-A 01	950	950	950	950	950
E BROAD ST	odd house numbers	7543	TO	8455	REYNOLDSBURG, 43068	REYNS 02-A 01	950	950	950	950	950
CADY CT	all house numbers	0	TO	199	BLACKLICK, 43004	REYNS 02-A 01	950	950	950	950	950
CATON DR	all house numbers	635	TO	709	REYNOLDSBURG, 43068	REYNS 02-B 01	952	952	952	952	952
CHERITON CIR	all house numbers	7700	TO	7999	REYNOLDSBURG, 43068	REYNS 02-A 02	951	951	951	951	951
CHEYENNE WAY	all house numbers	309	TO	412	REYNOLDSBURG, 43068	REYNS 01-C 01	946	946	946	946	946
COTTINGHAM RD	all house numbers	976	TO	1063	REYNOLDSBURG, 43068	REYNS 02-E 01	955	955	955	955	955
CULPEPPER DR	all house numbers	603	TO	706	REYNOLDSBURG, 43068	REYNS 02-B 01	952	952	952	952	952
DAUGHERTY DR	even house numbers	6868	TO	7168	REYNOLDSBURG, 43068	REYNS 01-C 01	946	946	946	946	946

DEM = DEMOCRATIC GRE = GREEN LIB = LIBERTARIAN REP = REPUBLICAN ISS = ISSUES AND QUESTIONS ONLY

MENU PATH:FILES.13.01 SCREEN:STREET MAINTENANCE REPORT:#1079

SAMPLE ROOM LAYOUT

PAPER BALLOT BOOTH LOCATION



REASON FOR PAPER BALLOT FORM

REASON FOR PAPER BALLOT

Roster Judge: Please mark below the reason the voter is being sent to the Paper Ballot Station. Voter takes the completed form to the Paper Ballot Station for assistance.

Paper Ballot Judge: Please verify that the voter is in the correct location by using your yellow Polling Location Street and Road Guide.

PROVISIONAL VOTER:	
☐	Voter needs to vote provisionally.
☐	If **ATTORNEY IN FACT** is printed in the signature box, mark the box to the left and mark the box above for the voter to vote provisionally.

OR

LOST VOTER	
☐	Voter has moved and needs to be directed to their new polling location.

OR

17 YEAR OLD VOTER:	
☐	**17 Year Old Voter -** Voter is a regular voter but must cast their ballot on paper. The voter must sign the signature poll book and receive an Authority to Vote slip prior to reporting to the paper ballot station for a ballot.

OR

PAPER BY CHOICE VOTER:	
☐	**Paper Ballot Option** - Voter is a regular voter but requests to cast their ballot on paper. The voter must sign the signature poll book and receive an authority to vote slip prior to reporting to paper ballot station for a ballot.

SAMPLE

17-Year-Old Voter section appears for Primary Elections Only.
Paper Ballot By Choice Voter section appears for General Elections in even-numbered years and Presidential Primary Elections Only.

IMPORTANT INSTRUCTIONS
FOR FILLING OUT A BALLOT

IMPORTANT INSTRUCTIONS

- Before marking your ballot, carefully read the instructions at the beginning of the ballot.
- To vote, you must completely darken the oval to the left of the candidate or answer of your choice. Example: ● Not:
- Do not mark the ballot for more choices than allowed. If you mark more choices than allowed, your vote for that contest or question will not be counted.

If you make a mistake:

- Return your ballot to a precinct election official and ask for a replacement ballot.
- You may request up to two replacement ballots.

ENVELOPE FOR 17-YEAR-OLD VOTERS

17 YEAR
OLD VOTER

INSTRUCTIONS FOR 17-YEAR-OLD VOTERS

17-YEAR-OLD VOTERS - Voting Your Optical Scan Ballot

As a 17-year-old voter who will be 18 years of age on or before the November general election, you may vote on the nomination (but not the election) of candidates. This is because you will be eligible to vote for the candidate(s) nominated for these offices at the November general election.

You CANNOT vote on: any candidacy for a state or county political party's central committee, any presidential delegate, or any question or issue, such as a school tax levy, charter amendment, or local liquor option.

Please read the following instructions on how to mark your ballot:

1. Before marking your ballot, make sure that there are not any marks already on it.
2. If there are marks on the ballot, please return the ballot to the election officials for a clean ballot with no marks on it.
3. Read the directions on the unmarked ballot carefully before you vote:
   - ✓ If the ballot allows you to cast **one** vote for a particular office, you may fill in only **one** oval or box on your ballot.
   - ✓ If the ballot allows you to cast more than **one** vote for the same office, you may fill in the maximum number of ovals or boxes allowed by the directions.
   - ✓ If you vote for fewer candidates than the maximum number allowed by the directions for a particular office, you have under voted that contest and your vote will be counted.
   - ✓ If you vote for more candidates than the maximum number allowed by the directions for a particular office, you have over voted that contest and your vote for that contest only will NOT be counted.
4. Use the pen or pencil provided to mark your vote on the optical scan ballot.
5. Completely fill in the oval or box to the **left** of the candidate's name you want to vote for.
6. To cast a vote for a person who has filed to be a **write-in** candidate:
   - ✓ Find the blank line provided on the ballot under the names of candidates listed for that particular office.
   - ✓ Fill in the oval or box to the left of that blank line.
   - ✓ Clearly write the name of the write-in candidate on the blank line. Only votes for a person who previously filed with the board of election to become a write-in candidate will be counted.
7. If you have questions, ask the election officials for assistance.
8. If you make an error while marking your ballot, please take your ballot to the election officials. The election officials will void that ballot and give you a new one. You may request up to two replacement ballots.
9. Once you have completed marking your ballot, review it to make sure it reflects your votes and place it in the envelope given to you.
10. Once you place your ballot in the envelope given to you and return it to the election officials, you may not request another ballot.
11. Your ballot will be sent to the county board of elections with all the other ballots after the polls close. Your ballot does not identify you; your vote is secret.
12. CONGRATULATIONS! You have voted for the first time and taken an important first step toward being a lifelong voter and a regular participant in your government.

3/1/2013

Letter Informing of 17-Year-Old Voters

Dear Precinct Election Official:

There are persons registered from your assigned voting location who are currently seventeen (17) years of age and who will turn eighteen (18) years of age on or before the date of the General Election. By law, these voters are permitted to nominate candidates to offices they will be eligible to vote for at the General Election.

A 17-Year-Old voter has a message printed on the record in the E-Poll Book. Have the voter sign the Electronic Poll Book at the Roster table. Issue the 17-Year-Old voter the printed 17 Y.O. ATV slip and have the voter report to the paper ballot station for a ballot.

At the Paper Ballot table, provide an orange lettered 17-Year-Old envelope, the 17-Year-Old voter instructions, and the correct paper ballot based on the voter's ballot style (obtained from 17 Y.O. ATV slip).

The 17-Year-Old voter will seal their marked ballot in the orange lettered envelope and drop it in the voted ballot bag.

NOTE: If you determine that a 17-Year-Old voter must vote a provisional ballot, please process that voter as a provisional voter.

Franklin County Board of Elections

OFFICIAL GENERAL ELECTION BALLOT

Franklin County | General Election | November 3, 2016

Instructions to Voter

- **To vote:** completely darken the oval (⬬) to the left of your choice.
- Note the permitted number of choices directly below the title of each candidate office. Do not mark the ballot for more choices than allowed.
- If you mark the ballot for more choices than permitted, that contest or question will not be counted.
- **To vote for a write-in candidate:** completely darken the oval (⬬) to the left of the blank line and write in the candidate's name. Only votes cast for candidates who filed as write-in candidates can be counted.
- Do not write in a candidate's name if that person's name already is printed on the ballot for that same contest.
- **If you make a mistake or want to change your vote:** return your ballot to an election official and get a new ballot. You may ask for a new ballot up to two times.

FRANKLIN COUNTY MUNICIPAL COURT

For Judge of Municipal Court
(Full Term Commencing 1-1-2016)
(Vote for not more than 1)

- H. William Pollitt

For Judge of Municipal Court
(Full Term Commencing 1-2-2016)
(Vote for not more than 1)

- Ted Barrows

For Judge of Municipal Court
(Full Term Commencing 1-3-2016)
(Vote for not more than 1)

- Mark A. Hummer

For Judge of Municipal Court
(Full Term Commencing 1-4-2016)
(Vote for not more than 1)

- Paul Herbert

For Judge of Municipal Court
(Full Term Commencing 1-5-2016)
(Vote for not more than 1)

- Carrie Glaeden
- Cynthia Ebner

For Judge of Municipal Court
(Full Term Commencing 1-6-2016)
(Vote for not more than 1)

- Eileen Paley
- Eddie Pfau
- Tony Paat

For Judge of Municipal Court
(Full Term Commencing 1-7-2016)
(Vote for not more than 1)

- Jim O'Grady

For Judge of Municipal Court
(Full Term Commencing 1-8-2016)
(Vote for not more than 1)

- David Tyack

For Judge of Municipal Court Environmental Division
(Full Term Commencing 1-8-2016)
(Vote for not more than 1)

- Dan Hawkins

For Judge of Municipal Court
(Unexpired Term Ending 1-1-2018)
(Vote for not more than 1)

- Cindi Morehart
- Sean McCarthy

CITY OF COLUMBUS

For Mayor
(Vote for not more than 1)

- Zach Scott
- Andrew J. Ginther
- Write-In

For Member of Council
(Vote for not more than 4)

- John Rush
- Besmira Sharrah
- Ibrahima Sow
- Dimitrious Stanley
- Michael Stinziano
- Elizabeth C. Brown
- Zach Klein
- Jaiza Page
- Write-In

For Member of Council
(Unexpired Term Ending 12-31-2017)
(Vote for not more than 1)

- Ashley Wnek
- Shannon G. Hardin
- Write-In

SOUTH-WESTERN CITY SCHOOL DISTRICT
For Member of Board of Education
(Vote for not more than 2)

- Melinda Garverick
- Randy Reisling

Issue One
Creates a bipartisan, public process for drawing legislative districts

Proposed Constitutional Amendment
Proposed by Joint Resolution of the General Assembly

To enact new Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10 of Article XI and to repeal Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, and 15 of Article XI of the Constitution of the State of Ohio.

A majority yes vote is necessary for the amendment to pass.

The proposed amendment would:

- End the partisan process for drawing Ohio House and Senate districts, and replace it with a bipartisan process with the goal of having district boundaries that are more compact and politically competitive.
- Ensure a transparent process by requiring public meetings, public display of maps, and a public letter explaining any plan the Commission adopts by a simple majority vote.
- Establish the bipartisan Ohio Redistricting Commission, composed of 7 members, including the Governor, the Auditor of State, the Secretary of State, and 4 members appointed by the majority and minority leaders of the General Assembly.
- Require a bipartisan majority vote of 4 members in order to adopt any final district plan, and prevent deadlock by limiting the length of time any plan adopted without bipartisan support is effective.

If passed, the amendment will become effective immediately.

SHALL THE AMENDMENT BE APPROVED?

- YES
- NO

Page 1 of 2

COLS 87-D 02 01 | B.S. #0716 | Tabit Sequ 0716 Spec1

BOARD MEMBERS

25

STUB A

Consecutive Number

021601

B.S. #0716
Election Day
COLS 87-D 02

LID# 3021

Electronic Poll Book Security Record

Opening the Polls

The total number of Electronic Poll Books assigned for this location is: _____ Electronic Poll Books

Please record the Electronic Poll Book Case number (located on the tag on the case or on the Red Barcode Label on side of case) and the seal number from the Black Security Lock Tie (located on the edge near the corner of the Electronic Poll Book Case). After recording the numbers for each Electronic Poll Book, remove the Black Security Lock Tie and open the case. Verify that the Electronic Poll Book Pad and Printer numbers match that on the outside of the case.

Paper Ballot EPB Case #_____ Black Security Lock Tie # _____

Paper Ballot EPB Case #_____ Black Security Lock Tie # _____

Closing the Polls

Pack the Electronic Poll Books back into the cases, verifying all Electronic Poll Book components are inventoried and placed correctly in the case (use the Electronic Poll Book Components Checklist). The Electronic Poll Books must be returned to the matching numbered case, and the Black Security Lock Tie placed through the hole on the edge near the corner of the case. Please record the Black Security Lock Tie number applied to the cases below.

Paper Ballot EPB Case #_____ Black Security Lock Tie # _____

Paper Ballot EPB Case #_____ Black Security Lock Tie # _____

We, the undersigned Paper Ballot Judges and Voting Location Manager, attest that all information on this record is true and accurate to the best of our knowledge.

Voting Location Manager Signature: _____

Paper Judge Signatures: _____ _____

_____ _____ _____

USE THIS TEMPLATE TO CHECK EVERY PROVISIONAL ENVELOPE

NAME

BIRTHDATE

CURRENT ADDRESS

DRIVER'S LICENSE # / STATE I.D. #

LAST 4 S.S. #

MILITARY I.D.

NON-PHOTO I.D.

OTHER PHOTO I.D.

ONE SECTION SHOULD BE COMPLETED OR REMIND VOTER HE OR SHE MUST PRESENT A VALID I.D. AT THE BOARD OF ELECTIONS WITHIN 7 DAYS

SIGNATURE

DATE

LID

PRECINCT IDENTIFIER

BALLOT STYLE

PARTY OR ISSUE

PRINTED NAME & DATE

PLEASE RETURN TEMPLATE WITH YOUR SUPPLIES

ELECTRONIC POLL BOOK COMPONENTS CHECKLIST

Each component of the Poll Pad System MUST be returned on Election Night in the Poll Pad Case. Please use this checklist to ensure all pieces are returned. The VLM is responsible for verifying this is done and needs to sign the bottom of this checklist.

VLM SIGNATURE:

PROBLEMS & SOLUTIONS:

IN THE MORNING (TO OPEN)

POSSIBLE PROBLEM	POSSIBLE SOLUTION
Cell phone will not power on	Verify that the power cord is connected to a working outlet. Verify that the power cord is connected to the phone. Press red power button.
Cell phone has a low battery indicator	Check steps above for why cell phone won't power on.
Unable to retrieve official messages on cell phone	Enter code 1234
Can't receive calls on my cell phone	You must press the green TALK button to receive calls when the cell phone rings.
Can't end calls on my cell phone	You must press the red END button when finished with a call.
Voting location not open by 5:30 a.m.	Contact the Election Day Hotline at (614) 525-4100, option 2. Check to ensure the VLM does not have the building key with his/her supplies.
Voting machines not found	Contact the Election Day Hotline at (614) 525-4100, option 2.
Key won't open storage cart	Gently but firmly, try again. Be sure that the key is inserted all the way. Be sure to remove the red tamper-proof seal.
The power indicator on the power strip in the back of the machine does not light up when plugged into electricity	Double check all connections. Try using a different wall outlet. If the power indicator still does not light up, contact the Election Day Hotline at (614) 525-4100. Continue to open all voting machines.
The Yellow Master PEB is labeled with the wrong voting location	Contact the Election Day Hotline at (614) 525-4100, option 2. Do not use any of the voting machines.
I removed the Yellow Master PEB before the screen prompt	Reinsert the Yellow Master PEB and begin the process from the beginning. Remember: DO NOT REMOVE THE YELLOW MASTER PEB UNTIL THE SCREEN PROMPTS YOU to remove it.

You are working to finish opening the voting machines, and it is now 6:30 a.m.	As long as you have one machine open, START VOTING VOTERS on the open machine.
When opening, the machine indicates the wrong voting location	Contact the Election Day Hotline at (614) 525-4100, option 2, immediately. Do not use the voting machine.
One of the machines cannot be opened	Call the Election Day Hotline at (614) 525-4100, option 2, and report the problem. Close the doors.
Date and/or time are incorrect on one or more machines	Call the Election Day Hotline at (614) 525-4100, option 2, for assistance in changing the dates and/or times if necessary. Incorrect date and times can delay the polls closing at the end of the day. Voters may begin voting on machine(s).
The voting machines won't open or think they are already open or closed.	Contact the Election Day Hotline at (614) 525-4100, option 2, for immediate assistance.
Electronic Poll Book does not turn on or work	Process voters and verify locations using the Yellow Polling Location Street Guide and call the Board of Elections.

RTAL PRINTING

POSSIBLE PROBLEM	POSSIBLE SOLUTION
The voting machine won't activate because of a RTAL printer problem	Double check that the gray cable, which connects the RTAL printer to the top of the machine is plugged in. Try pressing the reset button on back of the machine and reinsert the Yellow Master PEB again. If the printer still won't work, contact the Election Day Hotline at (614) 525-4100, option 2.
The Real Time Audit Log (RTAL) printer gives a warning that it is running out of paper (pinkish-red lines on the paper roll)	Call the Election Day Hotline at (614) 525-4100, option 2. When the roll of paper is ten feet from the end, you will start to see pinkish-red streaks. If a voter is currently voting, have the voter finish the ballot. Then close the doors until the paper can be changed by a technician.

DURING VOTING

POSSIBLE PROBLEM	POSSIBLE SOLUTION
The voter decided not to vote for anything after the machine was activated	The machine will tell voters that they are about to vote a blank ballot. Have the voter confirm that he/she wishes to cast a blank ballot and touch "Cast Ballot" on the last screen. The voter will be included in the public count.
The voter indicates that the screen is not responding when certain candidate names are touched	Cancel the ballot on the voting machine, and move the voter to a different voting machine. Discontinue using the machine; close the front door panels, and immediately contact the Election Day Hotline at (614) 525-4100, option 2.
The public counter screen does not appear when you touch the voting machine screen	Be sure that each machine has had a vote cast on it. Check the connection at the top of the voting machine. If the machine has had a vote cast on it and it does not respond to touch, then the machine is running on battery. Check to be sure that the machine is plugged into the power strip at the back of the machine, that the black power cable is firmly seated, and that the machine is daisy chained to the other voting machines that have power. If the machine still does not respond to touch, immediately contact the Election Day Hotline at (614) 525-4100, option 2.
I made a mistake entering the 5-digit ADA provisional ballot envelope number on the voting machine (for a DISABLED voter only)	Remove the Blue Supervisor PEB, and start over.
An audio ballot is selected instead of a regular ballot	Insert the Blue Supervisor PEB, and ensure two judges of opposite parties are present to cancel the ballot. Reinsert the Blue Supervisor PEB and select the correct ballot style. Make sure the Machine Judge, not the voter, selects a visual ballot. Make a note on the *Problems and Corrections* page.

A touch screen voter leaves before selecting "Confirm Ballot"—the voter has not completed his/her vote (Fleeing Voter)	An effort should be made to stop the voter from leaving. The machine begins chirping after about 10 seconds. If the voter cannot be stopped, a judge from each party must cancel the uncast or unconfirmed ballot by reinserting the Blue Supervisor PEB. Make a tick mark on the ATV Envelope on the machine door.
The voter brings an absentee ballot to the voting location	Absentee ballots cannot be accepted at the voting location. The voter can bring the voted absentee ballot to the Board of Elections Office (1700 Morse Road) by 7:30 p.m. on Election Day or vote a PROVISIONAL BALLOT at their voting location.
Voter moved outside of precinct	Use the County Street & Road Guide to find the voter's correct voting location, address, and precinct number for voting. If the voter's correct precinct cannot be determined, call the BOE at (614) 525-3100. Complete the Voter Transfer Form with the voter.
Voter refuses to go to correct precinct	Have voter vote a provisional ballot. Paper Ballot Judge fills out form 12-D and paper clips to Provisional Ballot Identification Envelope
Voter cannot provide ID	Any voter not providing valid ID MUST VOTE a Provisional Ballot. The voter must complete the provisional ballot application.
Voter has ABS/PROV next to name in Signature Poll Book	If the voter wishes to vote, you can vote the voter with a Provisional Ballot. You cannot accept an Absentee Ballot at the voting location.
Voter has PROV next to name in Signature Poll Book	This notation means the voter's registration acknowledgement card was returned to the Election Board as undeliverable. The voter MAY ONLY vote a Provisional Ballot. Make sure that proper ID is checked and recorded.
The voter's name is NOT in the Signature Poll Book	Check to see if voter's name might be in the Supplemental Voter Page at the back of the Signature Poll Book. If not, use the Yellow Polling Location Street Guide to determine if the voter is in the correct voting location. If the address is not in your voting location, use the County Street/Road Guide to find the voter's correct voting location, address, and voting location number. The voter must vote in his/her correct voting location.

IF A VOTER'S NAME IS NOT IN THE SIGNATURE POLL BOOK, BUT THE ADDRESS IS IN YOUR VOTING LOCATION, YOU MUST PROCESS THE VOTER AS A PROVISIONAL VOTER.

Voter has a notation of "Attorney-in-Fact" next to name in Signature Poll Book	This notation means that someone can sign election documents on behalf of the voter, ONLY IN THE VOTER'S PRESENCE.
Voter has changed name	If the voter has changed names and has not notified the Board of Elections or the voter's name is different from the Signature Poll Book, the voter must provide documentation of proof a name change and valid ID to complete form 10-L or vote provisionally.
Voter has moved into your precinct	If the voter has moved into your precinct and has not notified the Board of Elections, the voter must vote a provisional ballot.
A Provisional Voter wants to vote on the voting machine instead of using a paper ballot	PROVISIONAL VOTERS MUST vote a paper ballot. The only exception is for Provisional voters who say they are *disabled* and express the desire to vote provisionally on the voting machine.
Voter is not sure machine is recording selected choices	Instruct voter to verify ballot choices on the RTAL printer.
Voter has wrong candidates/ issues on the screen	Be sure to confirm with the voter the correct Precinct Identifier before entering it into the machine. However, if the voter has the wrong ballot, reinsert the Blue Supervisor PEB, cancel the ballot, and reselect the correct ballot for the voter.
The voter or judges press an option on the screen, and the option above or below is selected instead	The calibration of the machine needs to be adjusted so the item pressed is the one that displays. Move voter to another machine and call the Election Day Hotline at (614) 525-4100, option 2. Be sure to cancel the ballot started on the first machine.
A screen has become "frozen"	The machine will need to be reset by a Field Technician. Move voter to another machine and call the Election Day Hotline at (614) 525-4100, option 2. Be sure to cancel the ballot when the machine is fixed, or no longer frozen.
The screen has gotten dirty or smudged by fingerprints	Use a static wipe to clean the voting machine screen.

IN THE EVENING (TO CLOSE)

PROBLEM	POSSIBLE SOLUTION
Voters are in line after 7:30 p.m.	Any voter in line at 7:30 p.m. is entitled to vote. The machine Judge will see the "Close Option" menu on the voting machine. In order to activate each ballot cast after 7:30 p.m., he/she MUST select "Exit Menu" to call up a new ballot for each voter.
Screen unexpectedly goes blank during closing process	If you have removed the Yellow Master PEB too soon, you may get an error message, or the screen may go blank. Reinsert the YELLOW Master PEB, and the process will begin again.
Screen instructions indicate one of the machines has not been closed	The Yellow Master PEB has a record of the machines that were opened at the beginning of the day. If results from one of these machines are not recorded at the end of the day, a notification screen will appear. Check to make sure you have closed all the machines that were opened. If one machine had to be taken out of service, make sure that fact is noted in your Problems and Corrections page.
Date and/or time are incorrect on one or more machines	If the date and time are not correct at the time of closing, you will not be able to close the machines at the end of the Election Day. Call the Election Day Hotline at (614) 525-4100, option 2, for assistance.
I want to close the polls at 7:15 p.m. because no voters are around	It is illegal to close the polls before 7:30 p.m.. The machines are programmed NOT to close until 7:30 p.m. You must wait until that time before you begin to close the machines down.
I used the wrong PEB to open the machines	Call the Election Day Hotline at (614) 525-4100, option 2
The Results Tape Printer jams	Call the Election Day Hotline at (614) 525-4100, option 2.
The Results Tape Printer runs out of paper	Call the Election Day Hotline at (614) 525-4100, option 2.
Electronic Poll Book is missing a component	Make a note on the Problems & Corrections page in the Provisional Ballot Workbook

The Results Tape Printer stops during printing

Check all connections, and make sure the Results Tape Printer is receiving electricity. Continue to depress the small black button on the printer until the green light appears. At times, if the printer stops during printing, you **MIGHT NOT GET A COMPLETE COPY OF ONE OF YOUR REPORTS.** When the Results Tape Printer is done printing, you will be prompted on the screen to print an additional report.

Results Tape Printer won't print

Make sure printer is off until you disconnect the gray RTAL cable and attach the printer. Then turn on the printer. If printer was on when connecting, turn off and then back on again.

You get an "Error 8000" message

If you have removed the gray RTAL cable too soon before the screen instructions come up for attaching the Results Tape Printer, you will get this error. Simply reattach the gray RTAL cable again and disconnect the Results Tape Printer if you have attached it. If you bypass the printing instructions on screen, however, you will have to call the Election Day Hotline at (614) 525-4100, option 2.

Printer cable does not plug into the machine properly

You may be putting the cable connector in backwards. Make sure the green dots on the machine and the cable line up.

NOTE: Although the printer cable only has three pins, it WILL operate correctly EVEN IF the slot has more than three holes. Follow the instructions for "Error 8000" message, above.

You cannot close the machines or print the results tapes.

More than likely the black power cable on top of the machine has not been connected snuggly for the entire day. Thus, the battery in the machine may be too low for closing the machines and printing tapes. Call (614) 525-4100, option 2.

DICTIONARY OF ELECTION TERMS

Absentee Voter A person who requested an absentee ballot before Election Day

Americans with Disabilities Act (ADA) A federal law that sets standards for ensuring that Americans with disabilities have equal access to public services and facilities.

Assisted Voter One who asks for assistance in marking the ballot because of blindness, disability or illiteracy. Assisted voters may have a person of their choice or two PEOs (from different parties) assist them. The only people who cannot assist a voter are their employer, a union representative, or a candidate. (See R.C. 3505.24.)

Attorney-in-Fact A person, not necessarily an attorney, of the voter's choice, designated prior to Election Day with the Board of Elections, who may sign all election-related documents on behalf of the voter, but in the voter's presence. (See R.C. 3501.382.) A person with Power of Attorney may not necessarily be the voter's Attorney-in-Fact unless the proper forms are on file with the Board of Elections.

Ballot Bags See ***Voted*** Ballot Bag, ***Unvoted*** Ballot Bag, and ***Converted*** Ballot Bag

Ballot Style Number A number predetermined by the Board of Elections that identifies the proper ballot a voter should receive when voting with a Paper Ballot as either a regular or provisional voter. The Ballot Style Number is in a designated column of the Yellow Polling Location Street Guide.

Cake Box See Voting Machine Supply Pack

Certificate #1 A form that must be completed in the morning while opening the voting machines in order to confirm that the machines have not been disturbed before opening the polls.

Certificate #2 A form that must be completed after the polls have closed to help Election Official reconcile the number of voters with the number of votes cast.

Converted Ballot Bag An ***Unvoted*** Ballot Bag that has been changed to serve as ***Voted*** Ballot Bag on Election Day because the original ***Voted*** Ballot Bag became full.

County Street & Road Guide An alphabetical list of every street or road in Franklin County with a corresponding voting location for each address.

Current Identification An identification document issued on a date within one year immediately preceding Election Day OR an identification document with an expiration date that has not passed as of the date of the election.

District/Ward/Precinct Specific description of the jurisdictions where the voter is entitled to vote. Example: Columbus Ward 19, Precinct B.

DRE The Direct Recording Electronic voting machines (DRE) are the electronic versions of traditional lever voting machines. DREs do not use a paper ballot. Instead, voters enter choices directly into the DRE memory. DRE machines use touch screens, keypads or push buttons to record voter selections. Votes are stored electronically and combined with votes from other DRE systems in the jurisdiction to produce election results. The DRE machines used in Franklin County are manufactured by Election System Software (ES&S) of Omaha, Nebraska.

Election Day Balance Sheet A form that election workers complete periodically throughout the day. It asks for totals of machine public counts as a means of balancing transactions for the day.

Electioneering Attempting to persuade people to vote for or against a certain candidate or issue. Activities may include, but are not limited to, the display or distribution of political badges, T-shirts, buttons, literature, newspapers and magazines with political covers, hats, stickers, pins and bags. Electioneering is prohibited at polling locations within 100 feet of the entrance and within 10 feet of voters waiting in line (if the line extends past the 100 feet).

Election Security Storing all voting equipment, ballots, and election records in the polling location in such a way that they cannot be tampered with. Ensuring that all actions taken by PEOs, observers and others at the polling location are in public view and documented. Observers receive an oath from the Presiding Judge.

Electronic Poll Book Components Checklist Photographic diagram of all components to be packed into Electronic Poll Book case. Must be signed by Voting Location Manager at end of election.

Electronic Poll Book Security Record The sheet used to record numbers on Electronic Poll Book cases' black security lock ties.

Exit Polling A series of questions asked of voters once they have voted by members of the media or campaigns. Exit polling must be done in an area outside the voting location that does not impede the flow of voters or interfere with the voting process, but may be done within 100 feet of the entrance to the polling place.

Field Technicians Those who receive specialized training and are assigned a certain number of voting locations in order to lend assistance to PEOs. Field Technicians periodically visit assigned voting locations to troubleshoot problems and provide support on Election Day.

Fleeing Voter Someone who flees without confirming their vote.

General Election An election usually held at regular intervals in which candidates are elected in all or most constituencies of a nation or state.

LID# Location Identification Number. Used to identify voting equipment and other hardware depending on whether it belongs to a single or multiple precinct location. For example, a single precinct location would be included in the 1000# range. A location with two precincts would be in the 2000# range. And a location with three precincts would be in the 3000# range, and so on.

Lost or Wrong Precinct Voter A voter who does not live in the precinct where they have requested to vote and who does not know the address of his or her correct polling location.

Master PEB A device used to open each voting machine prior to 6:30 a.m. and also to close each machine at 7:30 p.m. The Master PEB has a yellow stripe.

Oath/Payroll Sheet A form all PEOs must complete and sign before opening the polls. All Judges must sign in order to be paid.

Observer One who is officially appointed to observe the election by a political party, five or more candidates, or for an issue on the ballot. The person is allowed to observe in the voting location. A person's appointment as an observer must be filed with the Board of Elections eleven (11) days prior to Election Day. The observer must present a copy of the certificate to the poll wolker in order to be permitted to observe in a polling location. (See R.C. 3505.21.)

Paper Ballot Transport Box Cardboard box containing ***Voted*** and ***Unvoted*** Ballot Bags, as well as envelopes used at the Paper Ballot Station.

Paper Ballot Judge PEO who sets up the paper ballot table and paper ballot voting booths, and assists voters in casting paper ballots.

Provisional Workbook Contains forms used by the Paper Ballot Judges on Election Day, including Paper Ballot Station Security Seals Form, Paper Ballot Reconciliation Form, and Problems and Corrections Page.

PEB Personal Electronic Ballot. The cartridges used to operate the voting machines. The Yellow Master PEB is used in the opening and closing activities to print the results tapes and to gather data from the machines. The blue supervisor PEBs are used throughout the day by PEOs as the "key" to activate ballots on the voting machines for voters.

PEO Precinct Election Official. A qualified voter residing in the county and appointed by the County Board of Elections to conduct the elections in a polling location in that county.

PEO/Election Day Hotline A telephone number reserved for use by PEOs (PEOs). PEOs use this number to contact BOE about problems and questions that might occur during Election Day. The hotline number is (614) 525-4100.

Polling Location/Place A place provided for each precinct at which the electors who have a voting residence in said precinct may vote. A polling location may house more than one voting precinct.

Polling Location Street Guide An alphabetical list of every street in a polling location.

Pollster Someone who makes questions for a poll, asks questions in a poll, or collects and presents results from a poll.

Power Strip Located on the back of each voting machine. Each power strip has three or four outlets; this allows PEOs to "daisy chain" or plug one machine into the back of another when wall outlets are at a premium. Every power strip has a RED light that should be lit at all times, indicating that the voting machines are receiving electrical power and not operating on battery backup power.

Precinct A designated area of political subdivision where voters reside, and for which ballots are defined and voting is organized. (See R.C. 3501.01(Q).)

Precinct Identifier A unique name associated with a grouping of candidates and issues assigned to like addresses within the precinct to permit the voters registered at those addresses to cast a vote on candidates within specified races and/or applicable issues.

Precinct Workbook A notebook that contains some of the forms used by PEOs on Election Day, including Payroll/Oath of Office/Ethics Acknowledgement, In Case of Vacancy, Storage Cart Security Seals Record, Certificates #1 & #2, Election Day Balance Sheet, Problem & Corrections Page.

Primary Election An election held for the purpose of nominating persons as candidates of political parties for election to offices at a general election, and for the purpose of electing persons as members of the controlling committees of political parties and as delegates and alternates to the conventions of political parties.

Problems and Corrections Sheet The sheet on which PEOs should note any unusual circumstances and/or issues including: improper actions on the part of official observers, voters who refuse to fill out the Affidavit Oath Examination, accidental selection of incorrect ballot on a voting machine, and voting machines being removed from service, etc.

Provisional Ballot A ballot given to a voter who claims to be properly registered to vote, but whose qualification or entitlement to vote cannot be immediately established at the voting location. The provisional ballot application and affirmation form, both completed by voters, are returned to the Board of Elections' office for review and verification after the polls close. (See R.C. 3505.181.)

Provisional Ballot Identification Envelope An envelope (yellow or blue) that all provisional voters and PEOs must complete before a voter can vote a Provisional Ballot.

RTAL (Real Time Audit Log) Paper trail under glass in the voting machine that the voter inspects to verify that the machine has accurately recorded his or her vote.

Reason For Paper Ballot Form Used by the Roster Judge to inform the Paper Ballot Judge as to why the voter has been sent to the paper ballot station.

Register of Voters Lists Names and addresses of every voter who is properly registered to vote in the polling location. PEOs check off the names of persons as they vote and post the list at 6:30 a.m., 11:00 a.m., and again at 4:00 p.m. This list also indicates if a voter has requested an absentee ballot. (See R.C. 3503.23.)

Results Tape This tape resembles that of an adding machine. It is printed after closing the voting machines at 7:30 p.m. on Election Night. It contains the vote tape totals for all candidates and races on the ballot. The VLM and all Machine Judges must sign the results tape. This tape becomes a part of the official record of votes cast at the voting location. One copy is posted at the polling place entrance; the other copy is placed in the VOTR book.

Ride Along A precinct official of a different party of the Voting Location Manager who travels to the drop-off location with the VLM after the polls have closed in order to deliver supplies and results from the election.

Roster Judge Processes voters at the Roster Table. Checks to make sure voters have valid ID, and knows which forms of ID are acceptable at the Roster Table. Processes voters in the Signature Poll Books and assigns Authority-to-Vote (ATV) slips so that voters receive the correct ballots.

Roster Workbook Book containing a number of forms used by Roster Judges, including: Voter Registration, Voter Contact, Observer, Challenge.

Sample Ballot A duplicate copy of the official ballot for each precinct, which is provided to each voting location and is to be posted prominently for voters to view.

Service Animal A specially trained animal that assists a person with a disability. An example includes dogs that help see or hear for their owners.

Signature Poll Book (SPB) A book or list that contains names and addresses of every voter who is registered in the polling location. Every regular voter signs the Signature Poll Book before voting. This book allows the PEO to know if a voter requested an absentee ballot, and provides any special directions needed to process the voter.

Spoiled Ballot Envelope An envelope (white with green letters) that all spoiled ballots (unusable) are placed inside.

Storage Carts Large carts that hold the voting machines, flags, directories, and reference guides.

Supervisor PEB Contains ballots for each voting location. The Supervisor PEB is required to activate the voting machine for each voter. The Supervisor PEB has a blue stripe.

Supplemental Absentee List Listing of voters who requested an Absentee Ballot but are not shown in the Signature Poll Book as having received an Absentee Ballot.

Supplemental Voter List A list of voters whose registration or voting status was updated after the Signature Poll Books were printed. This list is found in the back of the Signature Poll Book.

***Unvoted* Ballot Bag** Zippered and slotted green bag that arrives holding Pads of Paper Ballots; Ballot Bag Security Seals; White Spoiled Ballot Envelope; and Provisional Workbook, which contains Paper Ballot Station/Security Seal Form and Paper Ballot Reconciliation Sheet.

***Voted* Ballot Bag** Zippered and slotted green bag that arrives empty and is used to collect and return voted paper ballots.

Voter Contact Page A record of the names and telephone numbers of voters who had to leave the voting place for emergency reasons. The contact page allows precinct Election Official to contact voters and ask them to return.

Voter Registration Form A form used by a U.S. citizen to register to vote in an election. An individual must complete the form and mail or deliver it to the Board of Elections at least thirty (30) days before the election in order to be eligible to vote in that election. Any voter who has moved from one address to another in the same Precinct, must complete a Voter Registration Form prior to voting a regular ballot in order to update his/her address with the BOE.

Voting Instructions Information for the voter about when and how to cast their ballot and to whom they may turn if they feel their right to vote has been infringed.

Voting Location Manager One of the PEOs, who is appointed by the County Board of Elections and is responsible for correctly running the election, qualifying voters, documenting procedures, preparing election records and returns at the end of the day, and transporting (with a PEO of another political party) the election supplies, materials, and/or ballots back to the Board of Elections after the polls close.

Voting Location Manager Instructions Materials received by the Presiding Judge/Voting Location Manager from the Board of Elections that contain election supplies and last-minute changes. (See R.C. 3501.22.)

Voting Machine Judge A judge who sets up and activates the voting machines, completes the opening and closing certificates, and prints results tapes. Prepares voters to cast ballots on the voting machines, cancels ballots when necessary, and assists voters with special needs.

Voting Machine Supply Pack (Cake Box) White Box found in Compartment #2 of the Voting Machine Cart that contains: Results Tape Printer, Headphones, Red Tamper-proof Seals, Green Tamper-proof Seals, and Blue Security Lock Ties.

VOTR Voter Official Tabulation Results Book, which contains the Yellow Master PEB, the Blue Supervisor PEBs, the Compact Flash Memory Cards from the voting machines (after close of polls), and copies of the results tapes. VOTR Book is returned to the drop-off zone on Election Night by the Voting Location Manager and another designated judge of a different party.

Write-in Candidate One officially certified to be a write-in candidate by the Board of Elections, whose name does not appear on the ballot, but who is eligible to receive votes.

Youth at the Booth High school students who are recruited and trained to be Precinct Election Officials on Election Day. The students are PEOs and NOT student assistants.
They receive the same training that adult Precinct Election Officials receive.

SECRETARY OF STATE FREQUENTLY ASKED QUESTIONS

1. **Must a voter show to an election official an acceptable proof of identity to vote a regular ballot?**
   Yes. If they do not, they must vote a provisional ballot.

2. **Are passports an acceptable form of voter ID?**
   No, Ohio law does not include passports as an acceptable from of identification.

3. **Who is required to transport voted ballots to the board of elections after the polls close?**
   The ballots and required voting materials and supplies are to be transported to the board of elections by a Voting Location Manager with a precinct election official, employee, or appointee of the board to whom an oath was given and who is a member of a different political party than the presiding judge. Please also refer to specific transport instructions provided by your board of elections for more details.

4. **How should a precinct election official respond when a voter asks specific questions about candidates or issues?**
   Precinct election officials should respond that they cannot advise, instruct, or educate voters on candidates or issues.

5. **If a voter arrives by 7:29 p.m., can they still vote?**
   Yes. Allow any voter in line at 7:30 p.m. to vote. At 7:30 p.m. lock the doors, if possible, or direct a precinct election official to stand at the end of line and inform any voters arriving after 7:30 p.m. that the polls are closed.

6. **Is there a time limit for voters to vote?**
   Yes. Am. S.B. No. 10 was signed in March 2013, and establishes a ten-minute time limit when all machines are in use and voters are waiting to use them. The ten-minute time limit for occupying a voting compartment does not apply to any voter requiring the use of a disabled-accessible voting machine. Precinct election officials should be flexible in enforcing the time limit, and should ask voters who are taking longer than normal if they need assistance or explanation.

7. **Can I refuse an irate or drunken voter?**
No. If necessary, the sheriff, police or other peace officers may be called upon for assistance, but all electors should be allowed to vote. Use common sense, prudent judgment, and superior customer service when dealing with difficult voters.

8. **What should a precinct election official do with a list of eligible write-in candidates provided by the board of elections?**
The list should be shown to any voter who asks for a list of write-in candidates. Precinct election officials may not post the list.

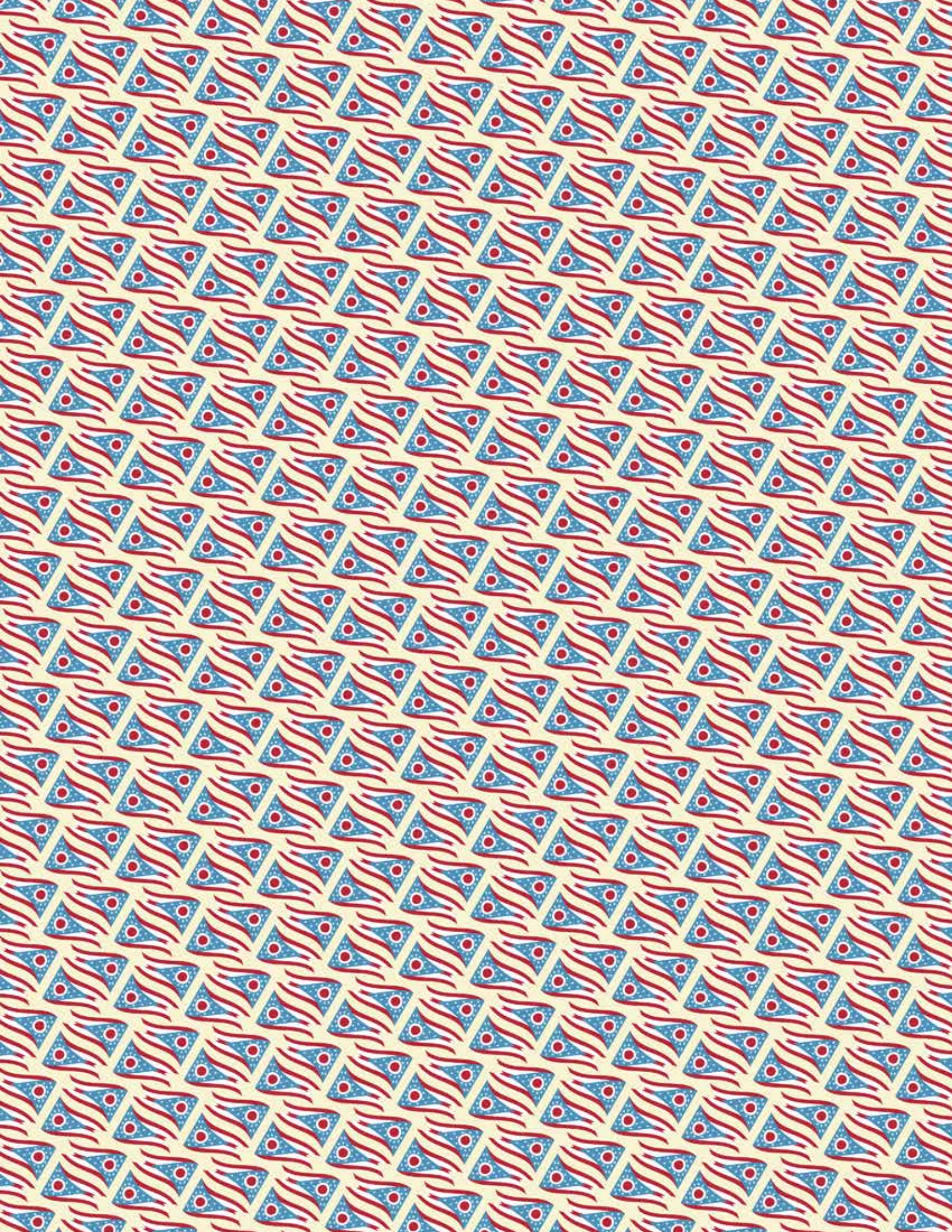
9. **A voter enters the polling location wearing campaign attire. What do you do?**
Politely ask the voter to remove or cover the items, because, by law, the polling location must be free of any campaign paraphernalia, including attire. If the voter refuses, the voter can still vote, but you must notify the board of elections of the incident.

10. **A voter brings an absentee ballot to the voting location. What do you do?**
Absentee ballots cannot be accepted at the polling location on Election Day. Advise the voter that he or she can take the voted absentee ballot to the board of elections office by 7:30 p.m. on Election Day or vote a provisional ballot at the voting location.

11. **Does a voter actually have to show to a precinct election official the form of ID that the voter is using in relation to the prescribed form on a provisional envelope (Form 12-B)?**
It depends on the form of identification. If the voter is using the last four digits of his or her Social Security number or his driver's license number, the voter does not have to show ID to the precinct election official. If the voter is providing any other form of ID, the voter must actually show the ID to the precinct election official.

12. **Is the Secretary of State prescribed Identification Envelope - Provisional Ballot Affirmation (Form 12-B) that has been printed on a provisional ballot identification envelope sufficient to register a non-registered voter for future elections?**
Yes. The envelope can be used to register a previously unregistered person if it is properly completed.

NOTES



JENNIFER BRUNNER
OHIO SECRETARY OF STATE
180 East Broad Street, 15th floor
Columbus, Ohio 43215-3726 USA
Tel.: 1-614-466-2655
Fax: 1-614-644-0649
www.sos.state.oh.us

DIRECTIVE 2007-35
December 11, 2007

To: ALL COUNTY BOARDS OF ELECTIONS AND ALL EMPLOYEES OF THE OHIO SECRETARY OF STATE'S OFFICE

Re: Adoption of the Secretary of State's Ethics Policy

This directive concerns the creation of an ethics policy. To assure Ohio citizens that Ohio elections officials are maintaining the highest level of integrity and complying with all legal requirements, it is necessary to have a comprehensive ethics policy for Ohio elections officials that is consistently applied throughout the state. A comprehensive ethics policy also provides guidance to Ohio elections officials when questions arise. Therefore, in accordance with my authority under Title 35 of the Ohio Revised Code, I adopt the Secretary of State's Ethics Policy attached to this Directive.

Members and Employees of the Boards of Elections

All members and employees of the boards of elections must comply with Ohio's ethics laws and the provisions of the Secretary of State's Ethics Policy applicable to them. All current and future members and employees of the boards of elections shall complete the Ethics Policy Acknowledgment Form (SOS Form No. 350) attached to this directive. A copy of the completed form shall be returned to the secretary of state's Elections Division.

Poll Workers

All poll workers (including election judges, rovers, scouts, and other similar, temporary election-day positions) appointed by the boards of elections must comply with Ohio ethics laws and the provisions of the Secretary of State's Ethics Policy applicable to them. All current and future poll workers shall complete the Ethics Policy Acknowledgment Form (Form No. 351) attached to this directive. The board of elections shall keep the completed form for poll workers.

Employees of the Secretary of State

All employees of the secretary of state must comply with Ohio ethics laws and the provisions of the Secretary of State's Ethics Policy applicable to them. All current and future employees of the secretary of state shall complete the Ethics Policy Acknowledgment Form (SOS Form No. 350) attached to this directive. The completed form shall be kept in the employee's personnel file.

Appointees of the Secretary of State

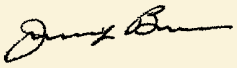
All individuals appointed to uncompensated and advisory positions by the secretary of state must comply with Ohio ethics laws and the provisions of the Secretary of State's Ethics Policy applicable to them. All such appointees shall complete the Ethics Policy Acknowledgment Form (Form No. 352) attached to this directive and return the completed form to the secretary of

state. The completed form for all uncompensated and advisory appointees shall be kept on file in the secretary of state's office.

The Ethics Policy may be amended from time to time, and this office will notify the boards of elections of any amendments through Advisories.

If you have any questions or need additional information then please contact the Elections Division legal staff assigned to your board at 614-466-2585.

Sincerely,



Jennifer Brunner

Ohio Secretary of State Jennifer Brunner
Ethics Policy for Employees of the Secretary of State and
Members and Employees of Ohio's Boards of Elections

Issued December 11, 2007

Introduction

Employees of the secretary of state and members and employees of Ohio's boards of elections hold positions of public trust. The citizens of the State of Ohio expect a government that is open, fair, responsive, professional, and free of conflicts of interest. In order to promote public confidence in Ohio government and elections, all employees of the secretary of state and members and employees of the boards of elections shall comply with Ohio ethics laws and the ethics policy of the Ohio Secretary of State.

I. *Professionalism*

Government exists for the public good, and public officials and employees must place the public good ahead of personal interests. Employees of the secretary of state and members and employees of the boards of elections shall perform their duties in a professional manner. Professionalism requires that all citizens be treated with dignity, courtesy, and respect. The same standard applies to interactions with co-workers and employees of other government agencies in personal communications and in electronic communications. All employees of the secretary of state and members and employees of the boards of elections shall comply with the secretary of state's non-discrimination policy in the performance of their duties.[1]

Professionalism also requires openness and responsiveness. All public records requests shall be addressed promptly and timely provided, or an explanation provided to the person requesting the information if the information cannot be provided. To the extent that Ohio's open meetings law (sunshine law) applies to board of elections meetings, members and employees of the boards of elections shall comply with Ohio's open meetings law in the performance of their duties.

Employees of the secretary of state and members and employees of boards of elections must be careful stewards of public funds and make expenditures wisely in furtherance of their public duties.

II. *Compliance with Ohio Ethics Laws*

A. Ohio ethics laws are enumerated in Ohio Revised Code Chapters 102 and 2921 as well as in the Ohio Ethics Commission's advisory opinions and in case law. All employees of the Ohio Secretary of State and members and employees of the

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[1] The office of the secretary of state is an Equal Opportunity Employer and shall not discriminate on the basis of race, color, religion, sex, national origin, disability, age, sexual orientation, gender identity or expression, veteran status or ancestry of any person.

Ohio boards of elections shall familiarize themselves with Ohio ethics laws and comply with Ohio ethics laws at all times.

B. Key provisions of Ohio ethics laws include:[2]

1. Public officials and employees are prohibited from authorizing or using their position to secure authorization of contracts that benefit themselves, their family members, and their business associates.

2. Public officials and employees are prohibited from authorizing or using their position to secure the authorization of investment of public funds in any security to benefit themselves, their family members, and their business associates.

3. Public officials and employees are prohibited from receiving any benefit from contracts entered into by their public agency.

4. Public officials and employees are prohibited from hiring or securing contract benefits for their family members, including spouses, parents, grandparents, children, grandchildren, or siblings, or any other relatives living in their home.

5. Public officials and employees are prohibited from soliciting or accepting substantial things of value, including, but not limited to, gifts, travel, meals, and lodging.

6. Public officials and employees are prohibited from participating in matters that will result in something of value being received by the public official or employee, their family members, their business associates, or others with whom they have a close tie that could impair the public official or employee's objectivity.

7. Public officials and employees are prohibited from disclosing or using information that is deemed confidential by law.

8. Public officials and employees are prohibited from representing parties before any public agency in a matter in which the public official or employee was involved as a public servant, both during and for one year after leaving public service.

An example of prohibited conduct would be an employee of the secretary of state or a board of elections soliciting or receiving a gift personally benefiting the employee from a person seeking to file a declaration of candidacy with the secretary of state or a board of elections.

[2] Ohio Ethics Commission, *General Information Fact Sheet* (2007).

Employees of the secretary of state and members and employees of the boards of elections should consult with the Ohio Ethics Commission for more specific information about Ohio ethics laws: www.ethics.ohio.gov or 614-466-7090.

C. Prohibition Against Hiring Family Members

Under Ohio ethics laws, a member or employee of the board of elections may not take any part in the decision to hire his or her family member[3] as a board employee. Moreover, Secretary of State Directive 2007-01 specifically prohibits boards of elections from hiring relatives of board of elections members, directors, and deputy directors, **except for** hiring poll workers (which includes election judges, rovers, scouts, and other similar, temporary election positions). Therefore, the remaining board of elections members **may** hire/appoint poll workers who are family members of an individual board member, the director, or the deputy director, as long as the individual board member, director, deputy director, or board employee does not participate in the decision to hire his/her own family member or in any decision specifically concerning the terms and conditions of his/her own family member's employment/appointment.

D. Compliance with Codes of Professional Conduct

Employees of the secretary of state and members and employees of the boards of elections who are licensed professionals shall comply with the codes of professional conduct for their professions. For example, employees of the secretary of state and members and employees of the boards of elections who are attorneys admitted to the Ohio Bar shall comply with the Ohio Rules of Professional Conduct as promulgated and interpreted by the Supreme Court of Ohio and the advisory opinions authored by the Board of Commissioners on Grievances and Discipline.

III. *Political Activity*

A. Under R.C. 124.57, all officers and employees of the state of Ohio who are classified civil service employees are prohibited from engaging in political activity beyond voting and exercising their First Amendment right to express political opinions.

B. All employees of the secretary of state who are not classified civil service employees and all members and employees of the boards of elections shall comply with the provisions of Ohio law that limit their political activity:

1. Under R.C. 3501.052, the secretary of state shall not serve as campaign treasurer or in any other official capacity for any campaign committee for any candidate for any federal, state, or local office (except for an office for which the secretary of state is a candidate), for any committee named in initiative or

[3] For the purpose of this ethics policy, "family member" includes spouse, domestic partner, mother, father, step-mother, step-father, mother-in-law, father-in-law, brother, sister, step-brother, step-sister, half brother, half sister, brother-in-law, sister-in-law, grandmother, grandfather, aunt, uncle, child, step-child, son-in-law, daughter-in-law, or other family member living in the same household.

referendum petition, for any person making disbursements for the direct cost of producing or airing electioneering communications, or any other committee regulated under Chapter 3517 of the Revised Code.

2. Under R.C. 3501.15, no member, director, deputy director, or employee of a board of elections shall be a candidate for elective office while employed the board of elections, except for candidates for election as delegate or alternate to a political party convention, presidential elector, member of a political party committee, or board of directors of a county agricultural society.

3. R.C. 3501.15 also prohibits poll workers from serving in any precinct where the poll worker is a candidate on the ballot, except for unopposed candidates for a political party county central committee.

4. Under R.C. 3517.092(B), the secretary of state, her campaign committee, and employees of the secretary of state's office may not knowingly solicit or accept contributions from employees of the secretary of state.

5. R.C. 3517.092(D)(1) prohibits all public employees from soliciting contributions from anyone while the public employee is performing his or her duties or is in the areas of a public building where official business is transacted or conducted.

6. R.C. 3517.092(D)(2) prohibits anyone from soliciting contributions from any public employee while the public employee is performing his or her duties or is in the areas of a public building where official business is transacted or conducted.

C. The public policy behind these statutory prohibitions favors the separation of politics from the elections duties of the secretary of state, employees of the secretary of state, and the members and employees of the boards of elections to ensure public confidence in Ohio elections. Consistent with these public policy considerations and policies of prior administrations, employees of the secretary of state and members and employees[4] of the boards of elections shall not engage in the following political activities:

1. Serving as caucus coordinator for any presidential candidate at a congressional district caucus to select delegates and alternates to a political party convention.

[4] For the purposes of section III, C of this policy, "employees of the boards of elections" **do not include** poll workers, election judges, rovers, scouts, or other similar, temporary election workers. For specific restrictions on poll workers and other similar, temporary board of election employees, see **section V** below.

2. Circulating a petition for any candidate (other than their own petition for an elected or political party office), issue, initiative, referendum, or constitutional amendment, when that employee's regular or intermittent duties involve the processing of the petitions in question, including but not limited to the determination of the sufficiency and validity of the petition in question. (See section III, G below).

3. Wearing or distributing shirts, buttons, stickers, or other campaign paraphernalia for or against any candidate or issue at the office of the Secretary of State, at the office of the board of elections, or at any polling place.

4. Engaging in any political activity while on state time or board of elections time.

D. Also consistent with these public policy considerations and policies of prior administrations, employees of the secretary of shall not engage in the following political activities:

1. Employees of the secretary of state shall not be a candidate for elected office while employed by the secretary of state, except for candidates for election as delegate or alternate to a political party convention, presidential elector, or member of a political party committee.

2. Any employee of the secretary of state who is seeking elected office, other than the political party offices listed in this section, shall resign his or her position upon the certification of his or her candidacy by a board of elections or the secretary of state.

3. Employees of the secretary of state shall not serve as campaign treasurer, paid campaign staff, paid consultant, or any other official campaign capacity for any statewide candidate, any candidate who files paperwork with the secretary of state, or any statewide issue, initiative, referendum, or constitutional amendment while serving as an employee of the secretary of state.

4. Employees of the Secretary of State shall not serve as poll workers.

E. Also consistent with these public policy considerations and policies of prior administrations, employees[5] of the boards of elections shall not engage in the following political activities:

1. Board of elections members and employees shall not serve as campaign treasurer, paid campaign staff, paid consultant, or any other paid campaign

[5] For the purposes of section III, E of this policy, "employees of the boards of elections" **do not include** poll workers, election judges, rovers, scouts, or other similar, temporary election workers. For specific restrictions on poll workers and other similar, temporary board of election employees, see **section V** below.

capacity for any candidate, issue, initiative, or referendum in the county or within the jurisdiction of the board of elections while serving as a board member or employee of the board of elections.

2. Any board of elections member or employee seeking elected office, other than the offices listed in R.C. 3501.15 (see section II,B,2 above), shall resign his or her position with the board of elections upon the certification of his or her candidacy by a board of elections or the secretary of state.

F. Employees of the secretary of state who are not classified civil service employees, and members and employees of the boards of elections, may be members of political parties, hold political party offices, serve as a member of political party committees and caucuses, serve as delegate or alternate to a political party convention, serve as a presidential elector, contribute to candidate and issue campaign committees, sign candidate and issue petitions (as an elector), and engage in other political activities when not performing their official duties, not in public buildings or polling places, and not on state or board of elections time, as long as the political activities do not violate this ethics policy, Ohio law, or federal law.

G. No service or benefit may be provided by an employee of the secretary of state or a member or employee of a board of elections while performing his or her official duties to any political party, candidate, or issue group unless the same service or benefit is available on the same terms to all political parties, candidates, and issue groups.

H. Employees of the board of elections (other than the director and deputy director) may circulate petitions for candidates, issues, initiatives, and referenda **only if** they do not participate in any way in reviewing or determining the sufficiency or validity of those petitions filed with or reviewed by the board of elections.

IV. *Avoiding Conflicts of Interest and the Appearance of Impropriety*

A. Employees of the secretary of state and members and employees of the boards of elections shall not participate in the consideration of any matter involving family members,[6] business associates,[7] or other individuals or entities with whom they have a close association. For example, an employee of the secretary of state may not perform a review of the business filing of a family member or business associate for the purposes of approving the filing. Similarly, a member of a board of elections shall not participate in the consideration of any matter related to the certification of the candidacy of his or her family member or business associate.

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[6] See footnote 3, above for the definition of "family member."

[7] For the purpose of this ethics policy, "business associate" means any person with whom the election official is pursuing an ongoing business enterprise. See Ohio Ethics Commission Advisory Opinion No. 2003-02. Examples include, but are not limited to, the election official's employer, employee, and business partner.

B. Employees of the secretary of state or members or employees of the board of elections shall not participate in the consideration of any matter in which they have a personal or economic interest. For example, no employee of a board of elections may review the petition of a committee seeking a referendum repealing a zoning ordinance affecting his or her real property or that of a family member or business associate.

C. Employees of the secretary of state and members and employees of the boards of elections should avoid actions and associations that create an appearance of impropriety, that undermine public confidence in Ohio elections officials, or that interfere with the performance of duties by Ohio elections officials.

1. Employees of the secretary of state and members and employees of the boards of elections are hereby advised not to write letters to the editor of a newspaper or post comments on an internet blog in favor of or against any candidate or issue, identifying his or her position as an Ohio elections official.

2. Employees of the secretary of state and members of the board of elections who sign candidate and issue petitions as an elector should not participate in any way in reviewing or determining the sufficiency or validity of those petitions filed with or reviewed by the board of elections.

V. Pollworkers

A. R.C. 3501.15 prohibits poll workers from serving in any precinct where the poll worker is a candidate on the ballot, except for unopposed candidates for a political party county central committee.

B. Poll workers (including elections judges, rovers, scouts, or similar, temporary election workers) may not serve in any precinct in which a family member or business associate is a candidate for elected office, unless the candidate is unopposed, including no declared write-in candidates for the office.

C. Pollworkers (including elections judges, rovers, scouts, or similar, temporary election workers) shall not wear or distribute shirts, buttons, stickers, or other campaign paraphernalia for or against any candidate or issue at the office of the Secretary of State, at the office of the board of elections, or at any polling place.

D. Pollworkers (including elections judges, rovers, scouts, or similar, temporary election workers) shall not engage in any political activity while on board of elections time.

E. Pollworkers (including elections judges, rovers, scouts, or other similar, temporary election workers) should avoid actions and associations that create an appearance of impropriety, that undermine public confidence in Ohio elections officials, or that interfere with the performance of duties by Ohio elections officials.

VI. *Vendors and Appointees of the Secretary of State*

A. All individuals and entities that contract with the office of the secretary of state shall certify that they are in compliance with Ohio ethics laws and that they will continue to abide by Ohio ethics laws.

B. All individuals appointed to uncompensated positions and advisory boards (such as the Voting Rights Institute) by the secretary of state shall sign a statement indicating their knowledge of and familiarity with Ohio ethics laws and the secretary of state's ethics policy, that they will comply with Ohio ethics laws and the secretary of state's ethics policy, and that they will not use their appointed position for personal gain or to improperly influence the employees of the secretary of state or members or employees of the boards of elections in the performance of their official duties. The statement shall be kept by the secretary of state.

VII. *Training, Reporting, and Enforcement*

A. All current and future employees of the secretary of state and current and future members and current and future employees of the boards of elections (including pollworkers, election judges, rovers, scouts, and other similar, temporary election employees appointed by the boards of elections) shall sign a statement indicating their knowledge of and familiarity with Ohio ethics laws and the secretary of state's ethics policy. For employees of the secretary of state, the signed statement shall be kept in the employee's personnel file. For board of elections members and employees, a copy of the completed form shall be forwarded to the secretary of state's Elections Division. For pollworkers (including election judges, rovers, scouts, and other similar, temporary election employees) the completed form shall be kept at the board of elections.

B. All employees of the secretary of state and members and employees of the boards of elections shall participate in any training offered by the secretary of state regarding ethics that is developed by the legal services, elections, and human resources divisions of the secretary of state's office in coordination with other state ethics agencies.

C. For employees of the secretary of state, questions about this ethics policy may be addressed to your supervisor, director, the legal services division, or the chief of staff. Questions about Ohio ethics laws may also be addressed by the Ohio Ethics Commission: www.ethics.ohio.gov or 614-466-7090.

D. For members and employees of the boards of elections, questions about this ethics policy may be addressed to the elections attorney assigned to your county, the director of elections in the Secretary of State's office, or your regional liaison. Questions about Ohio ethics laws may also be addressed by the Ohio Ethics Commission: www.ethics.ohio.gov or 614-466-7090.

E. For employees of the secretary of state, violations of this policy may be reported to your supervisor, your director, the legal services division, or the chief of staff. Reports also may be made anonymously by submitting a written statement in a sealed envelope to a location designated by the chief of staff.

F. For members and employees of the boards of elections, violations of this policy may be reported to the director of elections in the secretary of state's office, your regional liaison, or the elections attorney assigned to your county. Reports also may be made anonymously by mailing a written statement in a sealed envelope to the secretary of state's office to the attention of the director of elections.

G. For pollworkers (including elections judges, rovers, scouts, or other similar, temporary election workers), violations of this policy may be reported to the director or deputy director of the board of elections. Reports also may be made anonymously by mailing a written statement in a sealed envelope to the board of elections to the attention of the director or deputy director.

H. Violations of Ohio ethics laws may also be reported to the Ohio Ethics Commission: www.ethics.ohio.gov or 614-466-7090.

I. Violations of this ethics policy by an employee of the secretary of state may result in discipline, which may include dismissal of the employee.

J. Violations of this ethics policy by a member or employee of the boards of elections may result in disciplinary action in accordance with the secretary of state's statutory authority under Title 35 of the Ohio Revised Code, including removal of a board member or board employee.

K. Violations of this ethics policy by a pollworker (including elections judges, rovers, scouts, or other similar, temporary election workers) may result in dismissal from service and no opportunities for further service as a pollworker.

L. Violations of Ohio ethics laws may be a criminal offense and may result in criminal sanctions.

PROCEDURES IF COURTS RULE SOME OR ALL POLLING LOCATIONS MUST STAY OPEN BEYOND 7:30 P.M. (IF APPLICABLE)

If a court were to order that all or some of the polling places in Franklin County must stay open beyond 7:30 p.m., follow these procedures:

1. First, DO NOTHING unless the Board of Elections directly notifies your polling place with this information. Do NOT accept instructions or hearsay from the media, voters, observers, or general public. Remember, just because other locations might be ordered to stay open later, yours may not.

   Voting Location Managers must make doubly sure the voting location cell phone has been plugged in and TURNED ON for the entire day. The Board of Elections will notify your location with details about any extended hours with a message directed to your cell phone. Always be sure to have someone answer the phone as soon as possible when it rings.

2. Let's say, for example, the courts rule that your voting location is one that must remain open until 8:30 p.m. (or another specified time):

FOR A SINGLE PRECINCT VOTING LOCATION

a. At 7:30 p.m., send a Judge to the end of the line (if one exists), and note who the last voter is in line. Clearly indicate to all present that this is the last person allowed to be processed with normal voting procedures.

b. Continue to allow others to get in line behind the person specified as the last voter at 7:30p.m. For individuals getting in line past 7:30 p.m.:

   1. Verify from the Yellow Polling Location Street Guide that the voter is in your precinct, and send the voter to the Paper Ballot Station to be processed.

   2. The voter MUST VOTE A PROVISIONAL BALLOT (this is Federal law). The voter WILL NOT sign the Signature Poll Book. The voter WILL NOT vote on a Machine NOR vote a Regular Paper Ballot.

   3. The voter must complete a yellow envelope (or a blue one if the voter says he/she is disabled and needs to vote on the machine). You will still allow the machine exception for a voter with a disability.

4. In the upper right-hand corner of the Provisional Envelope, write:

   "After Close of Polls by Order of the Court"

   before you give it to the voter. The Board can then monitor voters who vote provisionally after the 7:30 normal location closing time. Remember to use this procedure for the blue envelopes as well if you dispense any.

   Give the voter a correct ballot, based on his/her ballot style (make sure you provide all pages if the ballot contains multiple pages) and ask the voter to complete the ballot and place it in the Provisional Envelope prior to placing it in the ***Voted*** Ballot Bag(s).

   Continue to vote all individuals in line from 7:30 p.m. to until 8:30 p.m. (or for whatever time the court has mandated) as PROVISIONAL VOTERS. Send a PEO to the end of the line at 8:30 p.m., for example. Announce at that time that voting is now closed and do not allow persons to enter the line.

FOR A MULTIPLE PRECINCT VOTING LOCATION

a. The steps described above apply to a Multiple Precinct Location as well. However, it is possible that some precincts in the location will be allowed to vote after 7:30 p.m., and others will not.

b. It is important that the Paper Ballot Judge check the Yellow Polling Location Street Guide and, using the Precinct Identifier, note each voter's Precinct before allowing the voter to vote. If the voter does not belong in the precinct(s) specified in the court order, the voter is NOT eligible to vote.

c. As in all cases, if a voter insists on voting, even though he/she lives in a Precinct that is not eligible to vote after the close of the polls, allow the voter to cast a PROVISIONAL BALLOT. However, only votes cast by eligible voters will be counted by the Franklin County Board of Elections.

IMPORTANT: REMEMBER TO KEEP ALL AREAS OF THE POLLING LOCATION OPEN, INCLUDING THE ROSTER TABLE AND ALL VOTING MACHINES, UNTIL THE LAST VOTER HAS VOTED.